Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION Sq. Ft.	Percent of Total
AUDIO-VISUAL LIBRARY	156	1%
BROWSING	221	1%
CHILDREN'S LIBRARY	4,394	17%
CIRCULATION SERVICES	4,644	18%
FICTION COLLECTION	1,366	5%
GENEALOGY COLLECTION	322	1%
INTERNATIONAL LANGUAGES	206	1%
LIBRARY ENTRANCE	1,378	5%
LOCAL HISTORY COLLECTION	307	1%
NON-FICTION COLLECTION	2,766	11%
PERIODICALS COLLECTION	925	4%
PUBLIC MEETING ROOMS	4,496	18%
REFERENCE SERVICES	2,454	10%
TECHNOLOGY/HOMEWORK CENTER	815	3%
YOUNG ADULT SERVICES	1,050	4%
Net Assignable Square Footage:	25,500	100%
Non-Assignable Square Footage (@ **25%** of Gross):	8,500	
Gross Square Footage:	**34,000**	

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
AUDIO-VISUAL LIBRARY					**156**
AV COLLECTION				156	
Audio Cassette Rotor Tower SF 66″ Shelving Unit	2	12	24		
455 Audio Book Cassette					
Audio Cassette Rotor Tower SF 66″ Shelving Unit	1	12	12		
420 Audio Cassette					
Audio CD Rotor Tower SF 66″ Shelving Unit	1	12	12		
630 Audio Compact Disc (CD)					
Audio CD Rotor Tower SF 66″ Shelving Unit	1	12	12		
250 Audio Book CD (CD ROM)					
CD-ROM Rotor Tower SF 66″ Shelving Unit	1	12	12		
120 CD-ROM					
DVD Rotor Tower SF 66″ Shelving Unit	1	12	12		
450 DVD					
Video Cassette Rotor Tower SF 66″ Shelving Unit	6	12	72		
650 Video Cassette					
BROWSING					**221**
NEW BOOK DISPLAY				221	
Chair, Lounge	3	35	105		
36" Aisle SF 60″H Steel Shelving W/ 5 Shelves	2	12	24		
225 New Books					
42" Aisle SF 58"H Bookstore Display Shelving	4	23	92		
50 New Books (Face Out)					
CHILDREN'S LIBRARY					**4,394**
CHILDREN'S AV COLLECTION				84	
Audio Cassette Rotor Tower SF 66″ Shelving Unit	1	12	12		
180 Audio Cassette					
CD-ROM Rotor Tower SF 66″ Shelving Unit	1	12	12		
420 Audio Compact Disc (CD)					
CD-ROM Rotor Tower SF 66″ Shelving Unit	1	12	12		
300 CD-ROM					
DVD Rotor Tower SF 66″ Shelving Unit	1	12	12		
560 DVD					
Video Cassette SF 66″ Shelving Unit W/ 5 Divider Shelvs	3	12	36		
336 Video Cassette					
CHILDREN'S COLLECTION & SEATING				965	
Bench, Child's (3 Person)	3	14	42		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CHILDREN'S COLLECTION & SEATING				965	
Chair, Child's	22	0	0		
Chair, Lounge	4	35	140		
Children's Play Fixture	1	100	100		
Computer, Public Desktop	1	0	0		
Puppet Tree	1	15	15		
Table, Children's	3	80	240		
Technology Counter	1	50	50		
Waste Basket	1	0	0		
36" Aisle DF 42"H Steel Shelving W/ 4 Shelves	9	18	162		
1,950 Children's Picture Books					
36" Aisle DF 42"H Steel Shelving W/ 4 Shelves	2	18	36		
554 Children's Spanish Language Picture Books					
36" Aisle DF 42"H Steel Shelving W/ 6 Shelves	8	18	144		
2,800 Children's Easy Readers					
36" Aisle DF 42"H Steel Shelving W/ 6 Shelves	2	18	36		
504 Children's Spanish Language					
CHILDREN'S ENTRANCE (INTERIOR)				65	
Art Print	1	0	0		
Bulletin Board	1	0	0		
Case, Exhibit	1	35	35		
Case, Floor Display	1	30	30		
Rack, Literature Display Handout	1	0	0		
Sign, Announcement	1	0	0		
CHILDREN'S ON-LINE PUBLIC ACCESS CATALOG (OPAC)				90	
Chair, Technology Workstation	3	0	0		
Computer, OPAC Desktop	3	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Technology Counter	3	30	90		
Waste Basket	1	0	0		
CHILDREN'S PROGRAM AREA				590	
Bench, Child's (2 Person)	10	12	120		
Chair, Rocking	1	20	20		
Clock	1	0	0		
Cushion, Floor	55	10	385		
Puppet Theater	1	65	65		
Sign, Announcement	1	0	0		
Waste Basket	1	0	0		
CHILDREN'S REFERENCE COLLECTION & SEATING				730	
Chair, Juvenile	12	0	0		
Chair, Technology Workstation Task	5	0	0		
Clock	1	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CHILDREN'S REFERENCE COLLECTION & SEATING				730	
Computer, OPAC Desktop	2	0	0		
Computer, Public Desktop	5	0	0		
Dictionary Table Top Stand	1	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Table, Juvenile	3	80	240		
Technology Counter	6	30	180		
Technology Counter	2	20	40		
Waste Basket	2	0	0		
36" Aisle DF 42"H Steel Shelving W/ 6 Shelves	15	18	270		
2,160 Children's Reference					
CHILDREN'S SERVICE DESK				250	
Bar Code Reader, Hand-Held	1	0	0		
Book Truck	1	10	10		
Chair, Task	2	0	0		
Clock	1	0	0		
Computer, Staff Desktop	2	0	0		
File Cabinet, Lateral (Two Drawer)	1	20	20		
Printer, Laser (B&W)	1	0	0		
Queuing Space (Per Person)	8	6	48		
Stool, Child's	1	0	0		
Telephone Handset	2	0	0		
Waste Basket	2	0	0		
Workstation, Children's Desk	2	80	160		
36" Aisle SF 42"H Steel Shelving W/ 3 Shelves	1	12	12		
50 Children's Ready Reference					
CHILDREN'S WORKROOM & STORAGE				380	
Book Truck	2	10	20		
Bulletin Board	1	0	0		
Cabinet, AV Equipment	1	15	15		
Cabinets, Above Counter	24	0	0		
Cabinets, Below Counter	24	0	0		
Chair, Task	1	0	0		
Clock	1	0	0		
Computer, Staff Desktop	1	0	0		
First Aid Kit	1	0	0		
Paper Towel Dispenser	1	0	0		
Printer, Laser (Color)	1	0	0		
Recycling Bin	1	0	0		
Shelving, SF 84"h Steel W/ 6 Shelves	16	12	192		
Sink	1	18	18		
Soap Dispenser	1	0	0		
Telephone Handset	1	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CHILDREN'S WORKROOM & STORAGE				380	
Waste Basket	2	0	0		
Workstation, Children's Counter	3	45	135		
FAMILY RESTROOM				N/A	
Commode	1	0	0		
Diaper Changing Counter	1	0	0		
Hand Dryer	1	0	0		
Mirror, With Shelf	1	0	0		
Paper Towel Dispenser	1	0	0		
Sink And Counter	1	0	0		
Soap Dispenser	1	0	0		
JUVENILE COLLECTION & SEATING				1,240	
Bench, Child's (2 Person)	7	12	84		
Chair, Juvenile	16	0	0		
Table, Juvenile	4	80	320		
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	16	18	288		
6,075 Juvenile Fiction					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	28	18	504		
10,913 Juvenile Non-Fiction					
48" Aisle DF 66"H Magazine Display Shelving W/ 6 Shelvs	2	22	44		
22 Children's Current Magazines					

CIRCULATION SERVICES   4,644

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
BOOK RETURN/PROCESSING ROOM				320	
AV Bin, Depressible	1	20	20		
Book Bin, Depressible	3	20	60		
Book Truck	9	10	90		
Chair, Task	3	0	0		
Security System Book & Media Resensitizer	1	0	0		
Security System Book Resensitizer	1	0	0		
Security System Desensitizer/Resensitizer	1	0	0		
Workstation, Circulation Check-In Counter	5	30	150		
CIRCULATION OFFICE				138	
Chair, Task	1	0	0		
Chair, Visitor's	2	15	30		
Computer, Staff Desktop	1	0	0		
Credenza	1	28	28		
Desk, Supervisor's	1	60	60		
File Cabinet, Lateral (Four Drawer)	1	20	20		
CIRCULATION SERVICE DESK				918	
Bar Code Reader, Fixed Mount	6	0	0		
Book Truck	2	10	20		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CIRCULATION SERVICE DESK				918	
Cash Register	2	0	0		
Chair, Task	4	0	0		
Clock	1	0	0		
Computer, Staff Desktop	4	0	0		
FAX Machine, Desktop	1	0	0		
Mat, Anti-fatigue	7	0	0		
Posts, Portable Traffic Control System	3	0	0		
Printer, Laser (B&W)	2	0	0		
Printer, Receipt	5	0	0		
Queuing Space (Per Person)	25	6	150		
Self Check-Out Counter	2	30	60		
Self Check-Out Machine	1	0	0		
Shelving, SF 84"h Steel W/ 6 Shelves	4	12	48		
Sign, Announcement	1	0	0		
Telephone Handset	5	0	0		
Waste Basket	7	0	0		
Workstation, Circulation Check-Out Desk	6	80	480		
Workstation, Circulation Fines & Fees Desk	1	80	80		
Workstation, Circulation Patron Registration Desk	1	80	80		
COMPUTER/TELECOMMUNICATIONS ROOM				N/A	
Computer Monitor, 15" Flat Panel Plasma	4	0	0		
Computer Server, Mini (CPU)	10	0	0		
Computer Stand	2	0	0		
Console, Computer System	1	0	0		
Disc Drive (External)	2	0	0		
Fire Extinguisher, Halon	1	0	0		
Rack, Computer / Communications Equipment	5	0	0		
Router/Switch	3	0	0		
Safe, Data / Tape Carrier	1	0	0		
Storage Cabinet	2	0	0		
Surge Protector, Multiple Devices	4	0	0		
Tape Drive, External DAT / Cartridge Tape	1	0	0		
Telecommunications Backboard	2	0	0		
Telecommunications Equipment/Hub/ Multiplexer	1	0	0		
Telephone Handset	1	0	0		
Uninterruptible Power Supply (UPS), Single Device	1	0	0		
COPY CENTER				205	
Cabinets, Below Counter (Lockable)	6	0	0		
Change Machine (Bill & Coin)	1	15	15		
Copier, B&W Freestanding	3	50	150		
Preparation Counter	1	40	40		
Recycling Bin	1	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
COPY CENTER				205	
Stamp Machine, Postal	1	0	0		
Stapler, Electronic Binding	1	0	0		
Vendor Card Encoder/Dispenser	1	0	0		
Waste Basket	2	0	0		
LIBRARY MANAGER'S OFFICE				264	
Chair, Conference Room	4	0	0		
Chair, Supervisor's	1	0	0		
Computer, Staff Desktop	1	0	0		
File Cabinet, Lateral (Four Drawer)	1	20	20		
Printer, Laser (B&W)	1	0	0		
Shelving, SF 66"h Steel W/ 5 Shelves	2	12	24		
Table, Conference	1	110	110		
Telephone Handset	1	0	0		
Waste Basket	1	0	0		
White Board	1	0	0		
Workstation, Branch Manager's Office System	1	110	110		
STAFF ENTRANCE & LOBBY				140	
Box, Cardboard	20	4	80		
Bulletin Board	1	0	0		
Shelving, Industrial	4	15	60		
STAFF LOUNGE				553	
Bottled Water Dispenser	1	8	8		
Cabinets, Above Counter	12	0	0		
Cabinets, Below Counter	12	0	0		
Chair, Café	8	0	0		
Chair, Staff Lounge	1	35	35		
Cutting Board, Kitchen	1	0	0		
Dishwasher	1	0	0		
First Aid Kit	1	0	0		
Lamp, Table	1	0	0		
Locker	7	5	35		
Microwave Oven	2	0	0		
Paper Towel Dispenser	1	0	0		
Refrigerator	1	20	20		
Sink	1	18	18		
Sofa (3 Seat)	1	70	70		
Table, Café	2	65	130		
Table, Coffee	1	45	45		
Table, End	1	12	12		
Telephone Handset	1	0	0		
Waste Basket	2	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
STAFF LOUNGE				553	
Workstation, Food Preparation Counter	6	30	180		
STAFF REST ROOMS				N/A	
Commode	2	0	0		
Hand Dryer	2	0	0		
Sink And Counter	2	0	0		
Soap Dispenser	2	0	0		
STAFF WORKROOM				1,705	
Bar Code Reader, Hand-Held	4	0	0		
Book Truck	8	10	80		
Bulletin Board	1	0	0		
Cabinets, Above Counter	30	0	0		
Cabinets, Below Counter	23	0	0		
Chair, Task	9	0	0		
Clock	1	0	0		
Computer, Staff Desktop	6	0	0		
File Cabinet, Lateral (Four Drawer)	5	20	100		
First Aid Kit	1	0	0		
Flat File	2	40	80		
In & Out Board	1	0	0		
Key Cabinet	1	0	0		
Label Maker	1	0	0		
Paper Cutter	1	0	0		
Paper Towel Dispenser	1	0	0		
Recycling Bin	1	0	0		
Safe, Floor	1	0	0		
Shelving, SF 84"h Steel W/ 6 Shelves	11	12	132		
Sink	1	18	18		
Soap Dispenser	1	0	0		
Stapler, Electronic Binding	1	0	0		
Table, Work	4	170	680		
Telephone Central Station	1	0	0		
Telephone Handset	6	0	0		
Typewriter Stand	1	20	20		
Typewriter, Electric	1	0	0		
Waste Basket	8	0	0		
White Board	1	0	0		
Workstation, Circulation Check-In Counter	1	40	40		
Workstation, Clerical Office System	4	50	200		
Workstation, Clerical Office System	1	90	90		
Workstation, Literacy Office System	1	50	50		
Workstation, Mending Counter	1	35	35		
Workstation, Shipping & Receiving Counter	1	40	40		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
STAFF WORKROOM				1,705	
Workstation, Sorting Counter	1	40	40		
Workstation, Webmaster's Office System	1	50	50		
Workstation, Young Adult Office System	1	50	50		
STORAGE/SUPPLY ROOM				278	
Box, Cardboard	8	4	32		
Chair, Task	1	0	0		
Hand Truck	1	0	0		
Shelving, SF 84"h Steel W/ 6 Shelves	16	12	192		
Storage Cabinet	3	18	54		
Table, Folding	1	0	0		
VOLUNTEER COORDINATOR'S OFFICE				123	
Chair, Task	1	0	0		
Chair, Visitor's	1	15	15		
Computer, Staff Desktop	1	0	0		
Credenza	1	28	28		
Desk, Volunteer's	1	60	60		
File Cabinet, Lateral (Four Drawer)	1	20	20		

FICTION COLLECTION __1,366__

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
FICTION COLLECTION & SEATING				1,366	
Chair, Lounge	4	35	140		
Chair, Reader's	6	0	0		
Lamp, Table	3	0	0		
Stool, Kick-Step	6	0	0		
Table, Coffee	1	50	50		
Table, Reader's	3	50	150		
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	33	18	594		
9,418 Fiction					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	9	18	162		
2,818 Mysteries					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	3	18	54		
975 Science Fiction & Fantasy					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	2	18	36		
525 Westerns					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	5	18	90		
1,596 Large Print					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	2	18	36		
1,050 Paperbacks					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	3	18	54		
938 Romance					

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.

GENEALOGY COLLECTION

322

GENEALOGY COLLECTION & SEATING				**322**	
Chair, Reader's	4	0	0		
Chair, Task	2	0	0		
Computer, Public Desktop	2	0	0		
Copier, B&W Freestanding	1	50	50		
Microfiche Cabinet, Vertical (8 Drawer)	3	14	42		
Microfiche Reader	2	0	0		
Table - Microfilm/Genealogy	1	25	25		
Technology Counter	2	35	70		
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	5	18	90		
2,000 Genealogy					
Special Collections Display Book Case W/ 6 Shelves	3	15	45		
500 Genealogy-Special Collections					

INTERNATIONAL LANGUAGES

206

INTERNATIONAL LANGUAGES COLLECTION & SEATING				**206**	
Chair, Reader's	2	0	0		
Lamp, Table	1	0	0		
Table, Reader's	1	80	80		
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	3	18	54		
1,296 Spanish Language Fiction					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	2	18	36		
595 Spanish Language Non-Fiction					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	2	18	36		
1,008 Asian Languages					

LIBRARY ENTRANCE

1,378

CUSTODIAL SINK & SUPPLY CLOSET				**N/A**	
Cleaning Cart	1	0	0		
Hand Truck	1	0	0		
Ladder, Step	1	0	0		
Mop Bucket	1	0	0		
Shelving, Industrial	2	0	0		
Sink	1	0	0		
Sink, Mop	1	0	0		
Vacuum Cleaner, Dry Upright	1	0	0		
FRIEND'S BOOKSTORE AND GIFT SHOP				**744**	
Cabinets, Below Counter (Lockable)	8	0	0		
Case, Floor Display	2	30	60		
Chair, Café	4	0	0		
Chair, Lounge	1	35	35		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
FRIEND'S BOOKSTORE AND GIFT SHOP				744	
Clock	1	0	0		
Shelving, DF 58"h Bookstore Display	12	30	360		
Shelving, SF 82"h Bookstore Display	9	21	189		
Table, Café	1	50	50		
Table, Reader's	1	50	50		
Waste Basket	1	0	0		
FRIENDS' CLOSED STORAGE				120	
Hand Truck	1	0	0		
Shelving, SF 90"h Steel W/ 7 Shelves	10	12	120		
FRIENDS' WORKROOM/SALE COUNTER				234	
Bulletin Board	1	0	0		
Cabinets, Below Counter	18	0	0		
Cash Register	1	0	0		
Chair, Task	2	0	0		
Clock	1	0	0		
Computer, Staff Desktop	2	0	0		
Printer, Laser (B&W)	1	0	0		
Safe, Floor	1	0	0		
Shelving, SF 90"h Steel W/ 7 Shelves	5	12	60		
Sink	1	18	18		
Storage Cabinet	2	18	36		
Workstation, Friends' Work Counter	3	40	120		
PUBLIC LOBBY / GALLERY / INFORMATION				280	
Bench, Lobby (2 Person)	2	20	40		
Bulletin Board	1	0	0		
Case, Exhibit	2	30	60		
Case, Floor Display	6	30	180		
Directory	1	0	0		
Drinking Fountain	2	0	0		
Kiosk, Display	1	0	0		
Plaque, Dedication	1	0	0		
Rack, Literature Display Handout	1	0	0		
Security System Gates, Inventory Control	1	0	0		
Sign, Announcement	1	0	0		
PUBLIC REST ROOMS				N/A	
Commode	11	0	0		
Diaper Changing Counter	2	0	0		
Hand Dryer	2	0	0		
Mirror, With Shelf	2	0	0		
Paper Towel Dispenser	4	0	0		
Sink And Counter	6	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
PUBLIC REST ROOMS				N/A	
Soap Dispenser	6	0	0		
Urinal	3	0	0		
LOCAL HISTORY COLLECTION					**307**
LOCAL HISTORY COLLECTION & SEATING				307	
Cabinets, Above Counter	9	0	0		
Case, Exhibit	1	35	35		
Chair, Reader's	2	0	0		
Chair, Task	1	0	0		
Computer, Staff Desktop	1	0	0		
Lamp, Table	1	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Table, Reader's	1	50	50		
Workstation, Local History Counter	2	75	150		
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	6	12	72		
864 Local History					
NON-FICTION COLLECTION					**2,766**
NON-FICTION COLLECTION & SEATING				2,766	
Chair, Reader's	21	0	0		
Computer, OPAC Desktop	6	0	0		
Computer, Public Desktop	7	0	0		
Lamp, Table	7	0	0		
Stool, Kick-Step	10	0	0		
Table, Reader's	7	80	560		
Technology Carrel	7	40	280		
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	107	18	1,926		
35,743 Non-Fiction					
PERIODICALS COLLECTION					**925**
CURRENT MAGAZINE & NEWSPAPER DISPLAY & SEATING				925	
Chair, Lounge	12	35	420		
Chair, Reader's	2	0	0		
Table, Coffee	3	45	135		
Table, Reader's	1	100	100		
Waste Basket	2	0	0		
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves	11	22	242		
195 Current Magazines					
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve	2	14	28		
11 Current Newspapers					

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.

PUBLIC MEETING ROOMS

4,496

AV, CHAIR & TABLE STORAGE ROOM

				441	
Audio Cassette Tape Player/Recorder	2	0	0		
Audio Teleconferencing System	1	0	0		
AV/Technology Equipment Cart, Large	2	15	30		
Cabinet, AV Equipment	3	15	45		
CD/Cassette Tape Player	1	0	0		
Dolly, Chair	10	15	150		
Dolly, Table	8	15	120		
DVD Player	2	0	0		
Laser Pointer	1	0	0		
Microphone, Floor	1	0	0		
Microphone, Lavaliere	1	0	0		
Microphone, Table	1	0	0		
Projector, Desktop	1	0	0		
Shelving, Industrial	4	15	60		
Storage Cabinet	2	18	36		
TV Monitor, 32"	1	0	0		
TV/VCR Player	1	0	0		

COMMUNITY ROOM

				2,315	
ADA Assistive Listening System Accessories	3	0	0		
Bulletin Board	2	0	0		
Chair, Meeting Room - Stacking	205	12	2,050		
Clock	2	0	0		
Flip Chart With Stand	2	25	50		
Lectern (w/ Space For A Portable Computer)	2	55	110		
Piano, Grand	1	80	80		
Projection Screen, Motorized Ceiling	2	0	0		
Projector, Ceiling Mounted	2	0	0		
Table, Meeting Room	16	0	0		
Telephone Handset	1	0	0		
Video Conferencing System	1	25	25		
Waste Basket	2	0	0		
White Board	2	0	0		

CONFERENCE ROOM A

				190	
Chair, Conference Room	8	0	0		
Table, Conference	1	190	190		
Waste Basket	1	0	0		
White Board	1	0	0		

HERITAGE ROOM

				595	
Case, Exhibit	3	35	105		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
HERITAGE ROOM				595	
Chair, Conference Room	10	0	0		
Chair, Lounge	4	35	140		
Clock	1	0	0		
Credenza	1	30	30		
Fireplace	1	50	50		
Presentation Center	1	0	0		
Table, Coffee	1	45	45		
Table, Conference	1	225	225		
Waste Basket	1	0	0		
KITCHENETTE				315	
Cabinets, Above Counter (Lockable)	24	0	0		
Cabinets, Below Counter (Lockable)	24	0	0		
Coffee Maker/Urn	2	0	0		
Coffee Thermos	4	0	0		
Garbage Bin, Interior	3	15	45		
Hot Water Urn	2	0	0		
Kitchen Unit	1	25	25		
Microwave Oven	2	0	0		
Paper Towel Dispenser	1	0	0		
Recycling Bin	1	15	15		
Refrigerator	1	20	20		
Soap Dispenser	1	0	0		
Workstation, Food Preparation Counter	7	30	210		
STUDY/TUTORING ROOM A				160	
Chair, Reader's	6	0	0		
Table, Group Study	1	160	160		
Waste Basket	1	0	0		
White Board	1	0	0		
STUDY/TUTORING ROOM B				160	
Chair, Reader's	6	0	0		
Table, Group Study	1	160	160		
Waste Basket	1	0	0		
White Board	1	0	0		
STUDY/TUTORING ROOM C				160	
Chair, Reader's	6	0	0		
Table, Group Study	1	160	160		
Waste Basket	1	0	0		
White Board	1	0	0		
STUDY/TUTORING ROOM D				160	
Chair, Reader's	6	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
STUDY/TUTORING ROOM D				160	
Table, Group Study	1	160	160		
Waste Basket	1	0	0		
White Board	1	0	0		

REFERENCE SERVICES <u>2,454</u>

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
ON-LINE PUBLIC ACCESS CATALOG (OPAC)				185	
Chair, Technology Workstation Task	3	0	0		
Computer, OPAC Desktop	7	0	0		
Printer, Laser (B&W)	1	0	0		
Technology Counter	1	20	20		
Technology Counter	3	30	90		
Technology Counter	3	25	75		
Waste Basket	2	0	0		
REFERENCE COLLECTION & SEATING				1,789	
Atlas Case	1	25	25		
Chair, Reader's	7	0	0		
Chair, Technology Workstation	12	0	0		
Computer, Public Desktop	19	0	0		
Dictionary Stand	1	10	10		
Printer, Laser (B&W)	2	0	0		
Stool, Kick-Step	6	0	0		
Technology Carrel	7	40	280		
Technology Counter	12	30	360		
Technology Counter	2	20	40		
Waste Basket	6	0	0		
36" Aisle DF 45″H Steel Shelving W/ 6 Shelves	3	18	54		
432 Business Reference					
36" Aisle DF 45″H Steel Shelving W/ 6 Shelves	3	18	54		
270 Investments					
36" Aisle DF 45″H Steel Shelving W/ 6 Shelves	4	18	72		
500 Legal					
36" Aisle DF 45″H Steel Shelving W/ 6 Shelves	3	18	54		
250 Reference (Encyclopedias, Directories, Etc.)					
36" Aisle DF 45″H Steel Shelving W/ 6 Shelves	5	18	90		
720 Special Books					
36" Aisle DF 78″H Steel Shelving W/ 10 Shelves	39	18	702		
7,000 Reference					
36" Aisle SF 45″H Steel Shelving W/ 3 Shelves	4	12	48		
200 Ready Reference					
REFERENCE SERVICE DESK				360	
Book Truck	1	10	10		
Chair, Task	2	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
REFERENCE SERVICE DESK				360	
Computer, Staff Desktop	2	0	0		
File Cabinet, Lateral (Two Drawer)	4	20	80		
Printer, Ink-Jet (B&W)	1	0	0		
Queuing Space (Per Person)	15	6	90		
Telephone Handset	2	0	0		
Waste Basket	2	0	0		
Workstation, Reference Desk	2	90	180		
REFERENCE WORKROOM				120	
Bulletin Board	1	0	0		
Chair, Task	2	0	0		
Clock	1	0	0		
Computer, Staff Desktop	2	0	0		
FAX Machine, Desktop	1	0	0		
File Cabinet, Lateral (Four Drawer)	2	20	40		
Printer, Ink-Jet (B&W)	1	0	0		
Recycling Bin	1	0	0		
Shelving, SF 90"h Steel W/ 7 Shelves	2	12	24		
Telephone Handset	2	0	0		
Waste Basket	2	0	0		
Workstation, Reference Counter	1	56	56		

TECHNOLOGY/HOMEWORK CENTER   815

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
TECHNOLOGY AND HOMEWORK CENTER				815	
AV/Technology Equipment Cart, Large	1	15	15		
Chair, Technology Workstation Task	24	0	0		
Computer Monitor, 15" Flat Panel Plasma	24	0	0		
Computer, Public Desktop	24	0	0		
Computer, Staff Desktop	1	0	0		
DVD Player/ Recorder	1	0	0		
Instructor's Station, Systems Furniture	1	60	60		
Printer, Laser (B&W)	2	0	0		
Printer, Laser (Color)	2	0	0		
Projection Screen, Motorized Ceiling	1	0	0		
Projector, Ceiling Mounted	1	0	0		
Technology Counter	1	50	50		
Technology Training Table, Computer Lab	12	50	600		
Telephone Handset	1	0	0		
TV Monitor, 32"	1	0	0		
TV/VCR Player	1	0	0		
White Board	2	0	0		
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	3	18	54		
600 Reference For Homework Curriculm					

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
TECHNOLOGY AND HOMEWORK CENTER				815	
36" Aisle SF 78″H Steel Shelving W/ 5 Shelves	3	12	36		
300 Textbooks (Reserve)					
YOUNG ADULT SERVICES					**1,050**
YOUNG ADULT COLLECTION & SEATING				1,050	
Bulletin Board	2	0	0		
Carrel, Tutoring Wood	4	60	240		
Chair, Lounge	6	35	210		
Chair, Reader's	16	0	0		
Clock	1	0	0		
Table, Coffee	1	50	50		
Table, Reader's	2	80	160		
Waste Basket	2	0	0		
36" Aisle DF 66″H Steel Shelving W/ 10 Shelves	2	18	36		
340 Careers					
36" Aisle DF 66″H Steel Shelving W/ 10 Shelves	1	18	18		
135 College Catalogs					
36" Aisle DF 66″H Steel Shelving W/ 10 Shelves	15	18	270		
5,250 Young Adult Fiction					
48″ Aisle DF 66″H Magazine Display Shelving W/ 6 Shelvs	3	22	66		
38 Young Adult Current Magazines					

Net Assignable Square Footage:	**25,500**
Non-Assignable Square Footage (@ **25%** of Gross):	8,500
Gross Square Footage:	**34,000**

AUDIO-VISUAL LIBRARY   156 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Audio-Visual Library is to provide library patrons with access to a browsing collection in a variety of audio-visual collections such as audio books, audio cassettes, video cassettes, audio compact discs, audio book compact discs, CD-ROMs, DVDs and other emerging AV formats.

Library patrons will enter the AV Library and browse attractively displayed media shelving units.   They will have the ability to check-out the items at the circulation desk. There are no viewing or listening devices at the AV Library.

SPATIAL RELATIONSHIPS

Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the main entrance of the Library after passing by the Circulation Desk. The AV Library should also be relatively close to the Children's Library so that parents can browse here while supervising their children in the Children's Library.

ADJACENT:
   Browsing

CLOSE:

   Library Entrance
   Circulation Services
   Children's Library

DIVISION SPACE SUMMARY	Sq. Ft.
AV Collection	156
TOTAL:	**156**

Collections

The AV Collection has all types of formats from Cassettes, CD Roms, Compact Discs, DVD's and Videos. While Temecula does not want to compete with the local retail stores in popular topics, they wish to provide more educational specific items.

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal in shelving and furniture arrangement. The type of shelving for AV should be consistent with the main stacks so parts can mix and match in the future.

Fenestration

Since materials will not be viewed at the Library, this is neither a requirement, or a concern.

Finishes

Carpet, Paint and Acoustical Ceiling Treatment. Corner Guards this area is near walls, as it will have heavy traffic.

Access

Shelving is only 66" high at the tallest measurement. The bottom of the tallest shelf must only be 54" high to aid in accessibility for all patrons. Aisles are recommended at 44" minimum.

Acoustics

This space has the potential to be noisy because of its heavy use and its proximity to the Circulation Desk, Public Entrance and Lobby, and the New Book Display Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library.

HVAC

Since the AV Collection will be part of a large open space, the lower shelving should work well helping to circulate air flow.

Illumination

While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials. Consider use of neon for signage and added visual interest.

Telecommunications

Provide a minimum of floor or wall data outlets for future use.

Security

This area will be supervised by the staff at the Circulation Desk, consider non-obstructed sight lines.

Signage

See General Requirements for a main directional sign such as "AV Collections" and collection signage such as "Videos", "Cassettes", "CD's", "DVD's" and "Audio Books". A changeable insert sign system is required for end panels. Shelf face sign carriers may be required. Consider informational signs such as "Videos Circulate for One Week".

Electrical

Provide minimum duplex receptables for future use if this area changes.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
Audio Cassette Rotor Tower SF 66″ Shelving Unit	2	12	24
455 Audio Book Cassette			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Audio Cassette Rotor Tower SF 66″ Shelving Unit	**1**	**12**	**12**
420 Audio Cassette			
Audio CD Rotor Tower SF 66″ Shelving Unit	**1**	**12**	**12**
250 Audio Book CD (CD ROM)			
Audio CD Rotor Tower SF 66″ Shelving Unit	**1**	**12**	**12**
630 Audio Compact Disc (CD)			
CD-ROM Rotor Tower SF 66″ Shelving Unit	**1**	**12**	**12**
120 CD-ROM			
DVD Rotor Tower SF 66″ Shelving Unit	**1**	**12**	**12**
450 DVD			
Video Cassette Rotor Tower SF 66″ Shelving Unit	**6**	**12**	**72**
650 Video Cassette			

BROWSING   221 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Browsing Division is for the display and marketing of new books, topical displays, and other portions of the popular library as appropriate. The New Book Display Area will provide an attractive display of recent library acquisitions in a comfortable setting. Some of the books should be displayed face-out to increase their visibility and appeal to patrons.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the Library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the Library. For this reason, it is advantageous to have Browsing close to the Fiction Collection.

ADJACENT:
>   Audio-Visual Library

CLOSE:

>   Children's Library
>   Circulation Services
>   Library Entrance
>   Fiction Collection

DIVISION SPACE SUMMARY	Sq. Ft.
New Book Display	221
TOTAL:	**221**

Functional Activity

This area houses new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. Overall, this area should have the appearance and feel of a retail space and the shelving which houses the books should be attractive display units.

Occupancy

READER SEATS: 3

Flexibility

This area may need to be expanded in the future, but it would not be a large increase in space. Flexibility should be a goal when considering furniture placement and specifications especially for book display.

Fenestration

Natural light would be beneficial but not a requirement.

Finishes

Carpet, Paint and Acoustical Ceiling Treatment. Corner Guards this area is near walls, as it will have heavy traffic.

Access

Shelving is only 66" high at the tallest measurement. The bottom of the tallest shelf must only be 54" high to aid in accessibility for all patrons. Aisles are recommended at 44" minimum.

Acoustics

This space has the potential to be noisy because of its heavy use and its proximity to the Circulation Desk, Public Entrance and Lobby, and the AV colelction area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library.

HVAC

Since the AV Collection will be part of a large open space, the lower shelving should work well helping to circulate air flow.

Illumination

The use of accent lighting is encouraged to help draw patrons to this area.

Telecommunications

Provide a minimum of floor or wall data outlets for future use.

Security

This area will be supervised by the staff at the Circulation Desk, consider non-obstructed sight lines.

Signage

This area will be very popular. Consider highlighting this area similar to "merchandising". Directional sign "New Books" or "Browsing Area".   Consider shelf signage.

Electrical

Provide minimum duplex receptables for future use if this area changes.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 60″H Steel Shelving W/ 5 Shelves	**2**	**12**	**24**
225 New Books			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
42" Aisle SF 58"H Bookstore Display Shelving	4	23	92
50 New Books (Face Out)			

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Lounge	3	35	105

FUNCTIONAL ACTIVITY

The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. This area must be exciting and interesting to young children.

In the City's Library Plan of Service, the goal of the Children's Services is stated, "Create and environment of excitement and wonder that will encourage young children to discover books and reading".
Two objectives under this goal are to:

Objective 1.1 To provide Library services to all preschool children in Temecula, their parents and caregivers.

Services Provided are:
-Regularly scheduled toddler story hours.
-Regularly scheduled story hours for preschool children.
-Story hours offered in English and Spanish.
-An exciting collection of materials to support early childhood reading.
-Parenting Materials.
-Reading Buddies Program.

Objective 1.2 To reach all students in the Temecula Valley Unified School District, inform them of services available at the library, issue them a library card, and serve as a resource and curricular support to improve academic achievement and enjoyment.

Services Provided are:
-First Grade Class visits.
-Coordinate activities with the Even Start Program of the School District.
-Programs for children K-8th grade and their families.
-Reading promotion activities.
-Strong print and non-print collection.
-Interdistrict Distribution System.

The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities. In addition, two objectives unique to Temecula, is to provide story hours in both English and Spanish and provide a separate area for Parenting Materials.

The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library. The Children's Library is not just a scaled-down adult library and scale of the patrons when making decisions about door entrances to storytime room, furniture, display cases, technology stations etc.

SPATIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. This relationship will facilitate the circulation of children's books.

The entrance to the Children's Library should be very close to Browsing and the AV Library as well. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

It would be beneficial if the Children's area was located adjacent to the Community Room to accommodate the large groups which gather for the summer reading programs.

ADJACENT:

Circulation Services
Library Entrance

CLOSE:

Audio-Visual Library
Browsing
Community Room

AWAY:

Non-Fiction Collection
Reference Services
Young Adult Services

DIVISION SPACE SUMMARY	Sq. Ft.
Children's AV Collection	84
Children's Collection & Seating	965
Children's Entrance (Interior)	65
Children's On-line Public Access Catalog (OPAC)	90
Children's Program Area	590
Children's Reference Collection & Seating	730
Children's Service Desk	250
Children's Workroom & Storage	380
Family Restroom	N/A
Juvenile Collection & Seating	1,240
TOTAL:	**4,394**

Functional Activity

This area of the Children's Library houses the print collections for young children. The collections consist primarily of picture books, easy readers and award winning books. There will also be space for seating for children and their parents. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

Relationships

The Children's AV Collection should be adjacent to the Children's Entrance and immediately visible upon entering the Children's Library.

ADJACENT:
> Children's Entrance (Interior)

CLOSE:
> Children's Desk

PROXIMITY:
> Children's On-line Public Access Catalog (OPAC)

Flexibility

This area may need to be expanded, or a different function placed here. Flexibility should be a goal and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:
> Acoustical tile

WALLS:
> Vinyl or Fabric with tackable panels for sound absorption and display;
> Vinyl or carpet cove base

FLOOR:
> Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Children's AV Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear

floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a very noisy area, thus an effort should be made to keep the noise generated in this space from spreading throughout the Children's Library. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 30 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials.

The light in this space must be warm and help reduce the scale of the space; but most importantly it must attract children and their parents to the AV displays. Consider use of neon for signage or generally to make the space interesting to children. Provide high quality, non-glare light for viewing TV and computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide wall data outlet for future reconfiguring of the children's collections.

Security

This area will be supervised by the staff at the Children's Desk and possibly the Circulation Desk. Sight lines from the Children's Desk to the Children's AV Collection and Seating Area should not be obstructed.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, Children's OPAC Area, and Children's Desk. This directional sign ("AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," and "Media Kits." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Electrical

Provide one power outlet for the future reconfiguring of the Children's library collections.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
Audio Cassette Rotor Tower SF 66″ Shelving Unit	1	12	12
180 Audio Cassette			
CD-ROM Rotor Tower SF 66″ Shelving Unit	1	12	12
300 CD-ROM			
CD-ROM Rotor Tower SF 66″ Shelving Unit	1	12	12
420 Audio Compact Disc (CD)			
DVD Rotor Tower SF 66″ Shelving Unit	1	12	12
560 DVD			
Video Cassette SF 66″ Shelving Unit W/ 5 Divider Shelvs	3	12	36
336 Video Cassette			

Functional Activity

This area of the Children's Library houses the print collections for young children such as toddlers and preschool ages. There will also be space for seating for children and their parents.

Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

Occupancy

CHILDREN'S READER SEATS: 35
CHILDREN'S TECHNOLOGY WORKSTATIONS: 1

Collections

The collections consist primarily of picture books, easy readers and award winning books.

Relationships

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Children's Desk so that staff can supervise the area and assist young children.

CLOSE:

Children's Service Desk
Children's Program Area

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile
WALLS:

Vinyl or Fabric with tackable panels for sound absorption; Vinyl or carpet cove base; Hanging track
FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

All shelving is below 42" high for accessibility.

Acoustics

This will be a highly noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Because the shelving of the children's collection is low and part of an open area, this will promote good air circulation.

Illumination

This area should be well illuminated with lighting well above the reach height of children. Consider specialty lighting types and sources and different themes. If table lamps are utilized, they must be mounted to the table and indestructable with no exposed wiring or lamps as little ones tend to "explore".
See general requirements for further discussion on good lighting options for shelving.

Telecommunications

Provide data on the floor and walls conveniently througout for future needs. Even the littlest ones are learning computers these days.

Security

This area will be supervised by the staff at the Children's Desk, consider non-obstructed sightlines.

Signage

Signage for the Children's area should be fun and different than the Adult areas. Colors and themes are good reinforcement to differenciate collections.

See General Requirements Section. Signage includes a major area directional and identification sign which can be seen from the Children's Entrance, OPAC Area and Children's Reference Area.

Signage requirements include directional signs for major collection categories such as "Picture Books", "Easy Readers" and "Award Winners". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Electrical

Provide duplex floor and wall outlets per code and future requirements. Provide adult accessible covers so little fingers do not get shocked.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 42"H Steel Shelving W/ 4 Shelves	**2**	**18**	**36**
554 Children's Spanish Language Picture Books			
36" Aisle DF 42"H Steel Shelving W/ 4 Shelves	**9**	**18**	**162**
1950 Children's Picture Books			
36" Aisle DF 42"H Steel Shelving W/ 6 Shelves	**2**	**18**	**36**
504 Children's Spanish Language			
36" Aisle DF 42"H Steel Shelving W/ 6 Shelves	**8**	**18**	**144**
2800 Children's Easy Readers			
Description of Furniture & Equipment Units			
Bench, Child's (3 Person)	**3**	**14**	**42**
Chair, Child's	**22**	**0**	**0**
Chair, Lounge	**4**	**35**	**140**
Children's Play Fixture	**1**	**100**	**100**
Computer, Public Desktop	**1**	**0**	**0**
Puppet Tree	**1**	**15**	**15**
Table, Children's	**3**	**80**	**240**
Technology Counter	**1**	**50**	**50**
Waste Basket	**1**	**0**	**0**

Children's Entrance (Interior)   65 Sq. Ft.

Functional Activity

The entrance to the Children's Library should be unique, colorful and inviting to younger and older children. Children should feel they are entering a special space of their very own. The interior design should provide interesting graphics, ceiling-hung banners or mobiles, stuffed animal displays, and book displays.

This is not an exterior entrance but is immediately visible and accessible upon passing through the security gates into the library.

Although a glass door and wall are desired to ultimately keep out the noise of the children's area to the adult library, this is not required by Temecula. They are in hopes that just by keeping the entrance open (approx. 10'-0") and the rest of the children's area separated, that it will control a majority of the sound issues.

Relationships

When children enter the Children's Library, the Children's Desk and OPACs should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas. The Children's Rest Room(s) must be in proximity and easy to locate.

ADJACENT:
> Children's AV Collection & Seating
> Children's Desk
> Children's On-line Public Access Catalog (OPAC)

CLOSE:
> AV Collection & Seating
> Circulation Desk
> New Book Display
> Public Entrance & Lobby

PROXIMITY:
> Children's Rest Room

AWAY:
> Reference Collection & Seating
> Young Adult Collection & Seating

Flexibility

This area may need to be expanded, or a different function placed here in the future. Flexibility should be a goal, and a potential expansion plan would be wise. A glass door and wall are not required and will help in the future to support growth.

Fenestration

Natural light in this area is highly desirable.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be highly durable, mark resistant, and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

CEILING:
> Acoustical tile

WALLS:
> Vinyl or Fabric with tackable acoustical panels for sound absorption and display

FLOOR:
> Durable non-slip hard surface or anti-static carpet tile

Access

Most likely per code this will be one legal exit and will have to be a minimum width across which will exceed the ADA width of 44".

Acoustics

An effort should be made to keep the noise generated in this space from spreading throughout the library.

Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

Although a glass door and wall are desired to ultimately keep out the noise of the children's area to the adult library, this is not required by Temecula. They are in hopes that just by keeping the entrance open and the rest of the children's area separated that it will control a majority of the sound issues.

HVAC

If the entire children's area will be within a separate room, consider separate supply units and zones.

Illumination

A low level of ambient light with accent lighting for mobiles, murals or other featured displays is required. The light must be warm and help reduce the scale of the space.

Security

This area will be supervised by the staff at the Children's Desk and possibly the Circulation Desk.

Signage

See General Requirements Section. Consider a feature entry signage statement for the "Children's Library".

Electrical
Provide one duplex power outlet for temporary displays.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Art Print	1	0	0
Bulletin Board	1	0	0
Case, Exhibit	1	35	35
Case, Floor Display	1	30	30
Rack, Literature Display Handout	1	0	0
Sign, Announcement	1	0	0

Functional Activity

The Children's On-line Public Access Catalog (OPAC) will provide children and their parents with access to the library's collections through the on-line catalog. They will be able to access the on-line catalog, databases, other electronic information sources, and the Internet from these stations. In order to encourage quick use of these OPACs, some of the stations might be stand-up only. Carrels or counters must be large enough to accommodate printers as well as backpacks, jackets, and other personal belongings.

Occupancy

CHILDREN'S TECHNOLOGY WORKSTATIONS: 3

Relationships

The OPAC cluster should be located just inside the Children's Entrance so that it is visible to children and their parents as soon as they enter the Children's Library. It should be adjacent to the Children's Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Children's and Juvenile Collection Areas so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Children's Desk
Children's Entrance (Interior)
Children's Reference Collection & Seating

Flexibility

It is likely that this area will need to be expanded in the future, or at a minimum, more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

Carpet, Paint and Acoustical Ceiling Treatment. Durable furniture finishes as this will be highly utilized.

Access

Accessible worksurfaces for OPAC's for children will be well within the ADA height limits. Consider two heights for smaller and larger children which might be between 22" -27" high.

Acoustics

This will be a relatively noisy area since many people will be walking by from the Children's Entrance into the Children's Library and others will be talking with one another while using the OPACs. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Computers generate heat and will need to be considered in the engineering phases. This area will be part of an open plan and helpful to circulate air.

Illumination

Provide a minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Every computer needs a high speed internet connection or data outlet since most databases are linked to the web now. Consider 4-5 data outlets for OPAC'S and Printers.

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two,

four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Children's Desk. Children using the OPACs must be visible from the desk so that they can be assisted if necessary.

Signage

Consider fun and attractive signage for children's. Consider instructional signage that changes.

Electrical

Provide clean, dedicated power to the OPAC's and printers. Consider (1) quad outlet per OPAC and printer for future.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Technology Workstation	3	0	0
Computer, OPAC Desktop	3	0	0
Printer, Ink-Jet (B&W)	1	0	0
Technology Counter	3	30	90
Waste Basket	1	0	0

Functional Activity

This area will provide space for many different kinds of activities and programs including story hour presentations, puppet shows, audio-visual programming and arts and crafts activities. Generally, children will sit in a semi-circle with library staff making a presentation, or a projection screen or TV monitor will be the focus of their attention. At other times, tables will be set up for children to participate in projects. Staff will work closely with children during activities and presentations; otherwise the space should be open for additional seating so that children may read unattended, but still be under the supervision of the library's staff and their parents.

Occupancy

CHILDREN'S MEETING ROOM SEATS: 75

Relationships

The Children's Program Area should be adjacent to the Children's Workroom, close to the Children's Collection and Seating Area, and within sight of the Children's Desk.

ADJACENT:
>	Children's Workroom

CLOSE:
>	Children's Desk
>	Children's Collection & Seating

PROXIMITY:
>	Children's Rest Room

Flexibility

The area should be flexible, with a stage and theater- like appearance which is conducive to the use of the space. The space may be built up (but not down into a pit which greatly limits future flexibility) to provide steps upon which children may sit as long as the area can still accommodate tables setup for craft sessions.

The space may be enclosed if a window view of the interior of the room is provided, or it may be separated from the rest of the Children's Library by a folding partition door or curtain during program times.

Fenestration

Natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

This space presents an opportunity for the architect and interior designer to provide a special atmosphere for children. Since it will be the focus of many group activities and will be used by many of the children in the community, it should create a positive, fun and lasting impression. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible.

Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Consider acoustical treatments. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

To reduce the possibility of injuries to children, there should be no sharp corners or edges.

CEILING:
>	Acoustical tile

WALLS:
>	Vinyl or Fabric with tackable acoustical panels for sound absorption and display; Vinyl or carpet cove base

FLOOR:
>	Anti-static carpet tile or Vinyl tile; vinyl tile at sink and craft area; Game rug

Access

Door hardware and location, electrical/data locations, control locations such as lights, screen, and thermostats, cabinetry and table heights, equipment heights, floor transitions and turning radius.

See General Requirements for further detail.

Acoustics

This will be a noisy area and must be buffered from the rest of the children's library to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. A white noise or sound masking system may be required to provide an appropriate environment for programs or presentations.

HVAC

Since this will be a room filled with children and parents it will tend to get warm. Engineers should have a separate zone and controls.

Illumination

All lighting must be controlled at any puppet stage/story teller's position. The program area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed during programs which may require darkness.

Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide minimal data outlets for future flexibility.

Audio - Visual

Consider portable TV and VCR Carts.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

The signage for the Children's program room will be the most recognizable. These rooms are always themed to the region and need to promote excitement and wonder.

Electrical

Provide (2) quad outlets at the presenters area and code minimum around the room for cleaning crews.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bench, Child's (2 Person)	10	12	120
Chair, Rocking	1	20	20
Clock	1	0	0
Cushion, Floor	55	10	385
Puppet Theater	1	65	65
Sign, Announcement	1	0	0
Waste Basket	1	0	0

Functional Activity

The Children's Reference Collection consists of encyclopedias, dictionaries, indexes, atlases and other materials used to assist the children's staff in answering questions that children and parents may have. Seating is provided for patrons to use while consulting print reference materials or using technology workstations which provide access to the library's on-line catalog, electronic resources, and the Internet.

Occupancy

CHILDREN'S READER SEATS: 12
CHILDREN'S TECHNOLOGY WORKSTATIONS: 5

Collections

Children's encyclopedia's and indexes.

Relationships

The Children's Reference Collection and Seating Area must be adjacent to the Children's Desk, for quick staff access. It should be close to the Children's OPACs and Children's Workroom.

ADJACENT:
> Children's Desk

CLOSE:
> Children's On-line Public Access Catalog (OPAC)
> Children's Workroom

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural Light is not a requirement.

Finishes

Carpet, Paint and Acoustical Ceiling Tile.

Access

Shelving is 42" high which is well below the minimum requirement.
Aisles are 36" wide due to the staff available at the children's desk near by.

Acoustics

This will be a moderately noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Again, this is part of an open room and shelving is low, which will promote good air circulation.

Illumination

Overhead lighting not in the reach of children. See general requirements for further discussion on good lighting options for shelving.

Telecommunications

Provide minimum floor data outlets under shelving as the future of reference collections are driving towards CD ROM computer based programs.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

See General Requirements Section for Directional Signage in addition consider signs for major collection categories, such as "Encyclopedias" or "Indexes." A changeable insert sign

system is required for stack end panels. Shelf face sign carriers may be required.

Electrical

Provide minimum floor quad outlets under shelving as the future of reference collections are driving towards CD ROM computer based programs.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 42″H Steel Shelving W/ 6 Shelves	15	18	270
2160 Children's Reference			
Description of Furniture & Equipment Units			
Chair, Juvenile	12	0	0
Chair, Technology Workstation Task	5	0	0
Clock	1	0	0
Computer, OPAC Desktop	2	0	0
Computer, Public Desktop	5	0	0
Dictionary Table Top Stand	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Table, Juvenile	3	80	240
Technology Counter	2	20	40
Technology Counter	6	30	180
Waste Basket	2	0	0

Children's Service Desk   250 Sq. Ft.

Functional Activity

The Children's Desk is the primary staff service point for the Children's Library. The staff will provide assistance to meet the information, reference, audio-visual and program needs of children and their parents. Books and library materials will not be checked-out here, but at the Circulation Desk. This is an information desk for children to ask questions and request assistance.

The Children's Desk and the general area should be designed in a scale appropriate for children. The front of the desk should be low enough for small children to see over it. A lower ceiling over the desk can help define the space and introduce the desired scale for children. The front of the desk, soffits, and walls near the desk should contain colorful graphic designs which appeal to children.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 1

Relationships

The Children's Desk must be visible from the entrance of the Children's Library. The location of this desk is critical since staff at this desk supervise the entire Children's Library. As the hub of the Children's Library, the desk must be close to the Reference, Juvenile, and Children's Collections as well as the Children's Program Area and Children's Workroom. The Children's Rest Room is also supervised from the Children's Desk.

ADJACENT:

Children's Entrance (Interior)
Children's On-line Public Access Catalog (OPAC)
Children's Reference Collection & Seating
Children's Workroom

Flexibility

Consider mobile files and pedestals behind the desk for flexibility.

Fenestration

No daylighting is required.

Finishes

Consider durable finishes especially on the worktop such as a solid surface product and a sloped front face to avoid scuffs from shoes on the front.

Access

This entire desk is recommended to be at 29" high for visibility, accessibility and approachable to small scale children coming to ask a question.

Acoustics

This area will be a fairly noisy and active area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to help librarians hear and respond to their patrons.

HVAC

Good air circulation will be provided as this will be part of the main open library plan. Do not put a supply vent directly over the desk as library staff will get too cold or hot.

Illumination

Light controls for the Children's Library should be located here. Consider a durable desk lamp for surface illumination and user control if lighting overhead is minimal.

Telecommunications

Provide 2-3 data outlets for equipment such as (2) computers, fax and printer. Consider location
and coordination of desk design and data outlets.

Security

The Children's Desk is the central surveillance point for all parts of the Children's Library. As much of the Children's Library as possible should be visible to staff at this location. The staff should be able to control entry into the Children's Rest Room electronically from this location.

Signage

Consider informational signs include changeable and permanent signs such as "Ask Me" or "Sign Up Here for Book Club" for the front of the desk.

Also the shape and colors of the desk can be identifiable.

Electrical

Provide a minimum of (10) duplex outlets for all the equipment. Consider location and coordination of desk design and data outlets.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 42"H Steel Shelving W/ 3 Shelves	1	12	12
50 Children's Ready Reference			
Description of Furniture & Equipment Units			
Bar Code Reader, Hand-Held	1	0	0
Book Truck	1	10	10
Chair, Task	2	0	0
Clock	1	0	0
Computer, Staff Desktop	2	0	0
File Cabinet, Lateral (Two Drawer)	1	20	20
Printer, Laser (B&W)	1	0	0
Queuing Space (Per Person)	8	6	48
Stool, Child's	1	0	0
Telephone Handset	2	0	0
Waste Basket	2	0	0
Workstation, Children's Desk	2	80	160

Functional Activity

The Children's Workroom will provide workstations for the children's staff and multi-purpose work space for preparation of posters, children's craft sessions, making puppets, etc. The ideal layout for this workroom is to provide a counter for workstations around the perimeter of the workroom, preferably with sight lines into the library for supervision. A shared worktable or counter will provide additional work space and storage.

Occupancy

STAFF WORKROOM WORKSTATIONS: 1

Relationships

The Children's Workroom can be adjacent to the Children's Program Area so that staff can move easily between the two spaces. Staff in the workroom will supervise the Children's Program Area and prepare program materials. The Children's Workroom should be close to the Children's Desk, but somewhat removed from the noisy atmosphere of the Children's Library. Staff should be able to supervise children throughout the Children's Library from the workroom.

ADJACENT:
> Children's Program Area
> Children's Desk

Flexibility

Children's workrooms are sometimes remodeled and expanded. Sufficient flexibility should be provided to allow for remodeling or expansion if it does become necessary in the future. This would include, for example, installation of floor covering under any built-in cabinetry or casework.

Fenestration

Interior windows which allow viewing of the Children's Desk as well as other areas of the Children's Library, are required.
Interior windows will require shades or roller blinds so patrons cannot see into this room.

Finishes

Vinyl tile flooring such as Linoleum or VCT and Semi-gloss paint are required in wet areas where there is a sink. Acoustical ceiling tile will help absorb sound and provde plenum accesibility.

Access

Countertops cannot exceed 34" high and 24" deep especially when designed with a sink. In addition, the other accessible criteria is to provide a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Acoustics

Since this space is next to a noisy service area, standard acoustical dampening strategies must be utilized. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes; doors, window mullions and thickness of glass; wall thickness and air space; and ceiling system must be addressed.

HVAC

Engineers must consider this as a room and design accordinly.

Illumination

Good lighting for detailed work such as prismatic or parabolic recessed fluorescent lighting- +70 FC.

Telecommunications

Provide data outlet for staff to perform computer based program research.

Audio - Visual

Storage room will be locked with the TV/VCR cart for the program room.

Security

Provide a lock as there are supplies and equipment for the program room.

Signage

Provide minimum Room ID signage.

Electrical

Provide duplex outlet at every wall at 18" high and (4) quad outlets above the countertops.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck	2	10	20
Bulletin Board	1	0	0
Cabinet, AV Equipment	1	15	15
Cabinets, Above Counter	24	0	0
Cabinets, Below Counter	24	0	0
Chair, Task	1	0	0
Clock	1	0	0
Computer, Staff Desktop	1	0	0
First Aid Kit	1	0	0
Paper Towel Dispenser	1	0	0
Printer, Laser (Color)	1	0	0
Recycling Bin	1	0	0
Shelving, SF 84″h Steel W/ 6 Shelves	16	12	192
Sink	1	18	18
Soap Dispenser	1	0	0
Telephone Handset	1	0	0
Waste Basket	2	0	0
Workstation, Children's Counter	3	45	135

Functional Activity

This space is a public rest room for children. It will be sized to meet the local building code and ADA requirements. The interior of the Children's Rest Room should be scaled appropriately, and be bright and colorful.

Relationships

The Children's Rest Room should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Children's Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Children's Collection and Seating and the Children's Program Area.

ADJACENT:
> Children's Entrance (Interior)

CLOSE: All Other Spaces in the Children's Library

PROXIMITY:
> Circulation Desk

Flexibility

Rather than expand the existing rest room, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows required.

Finishes

This area must be as vandal resistant as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark-resistant and easy to clean. All fixtures should be sized for children.

CEILING:
> Water resistant gypsum board with epoxy paint

WALLS:
> Glazed ceramic tile with dark grout

FLOOR:
> Unglazed ceramic tile with dark grout; Floor drain

STALLS:
> Wall mounted high-density solid plastic or stainless steel

FIXTURES:
> Sinks: Self-activated
> Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate children's rest rooms are provided for children of each gender, then accessible facilities must also be provided for each gender. If unisex facilities are provided, then at least one accessible unisex facility will be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher

than 48" above finished floor. Thresholds cannot exceed ½" in height.

Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one side wall and 42" from the centerline to the opposite wall.

Specific fixture heights will be adjusted to meet the requirements of children. Some of these may vary from local codes and require a written finding. The top of the toilet seat should be 15" above finished floor. The toilet paper dispenser should be located a minimum of 19" high, within 6" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 29" with a knee clearance of 24" provided. Paper towel dispensers and automatic hand dryers which meet forward and side reach requirements will be provided. The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Consider acoustical wall construction.
Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest room the appearance of being clean and safe.

Security

This area will be supervised by staff at the Children's Desk. The entry door(s) to the Children's Rest Room should be in the line of sight of staff at the desk. Entry will be controlled by remote electronic switch at the Children's Desk.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Children", "Boys", or "Girls") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Electrical

No outlets required.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode	1	0	0
Diaper Changing Counter	1	0	0
Hand Dryer	1	0	0
Mirror, With Shelf	1	0	0
Paper Towel Dispenser	1	0	0
Sink And Counter	1	0	0
Soap Dispenser	1	0	0

Functional Activity

This area of the Children's Library houses the print collections for older children (ages 7 - 12). There is seating for older children to read and study.

The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, they may locate the materials in the stacks by themselves.

Occupancy

CHILDREN'S READER SEATS: 30

Collections

The collections consist of fiction books, Newbery Award books, story books, magazines, and non-fiction books.

Relationships

The Juvenile Collection and Seating Area should be close to the Children's OPACs and Internet workstations since children of this age will be able to use them unassisted. The space should be in the proximity of the Children's Desk, but the collection size and organization of the space may require it to be somewhat removed. This space should be visible from the Children's Entrance. It should be in the proximity of the Homework Center since students in the Homework Center will use materials in the Juvenile Collection.

CLOSE:

       Children's On-line Public Access Catalog (OPAC)

PROXIMITY:

       Children's Desk

       Children's Reference Collection & Seating

Flexibility

This area may need to be expanded in the future as the collection grows.   Consider placement of furniture and shelving to the other areas within the Children's area to allow for collections to expand.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

Carpet, Paint and Acoustical Ceiling Tile.

Access

Shelving is 66" high with the bottom of the tallest shelf at no higher than 54" high.

Acoustics

This will be a noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Again, this is part of an open room and shelving is low, which will promote good air circulation.

Illumination

Overhead lighting not in the reach of children. See general requirements for further discussion on good lighting options for shelving.

Telecommunications

Provide minimum floor data outlets under shelving for future needs.

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area should not be obstructed.

Signage

See General Requirements Section for Directional and Shelving collection Signage.

Electrical

Provide minimum floor electrical outlets under shelving for future needs.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 66″H Steel Shelving W/ 10 Shelves	28	18	504
10913 Juvenile Non-Fiction			
36" Aisle DF 66″H Steel Shelving W/ 10 Shelves	16	18	288
6075 Juvenile Fiction			
48″ Aisle DF 66″H Magazine Display Shelving W/ 6 Shelvs	2	22	44
22 Children's Current Magazines			
<u>Description of Furniture & Equipment Units</u>			
Bench, Child's (2 Person)	7	12	84
Chair, Juvenile	16	0	0
Table, Juvenile	4	80	320

CIRCULATION SERVICES   4,644 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

1. Library patrons checking-out library materials at the Circulation Desk with
   six (6) potential check out stations within the desk
   and two (2) self check-out units.
2. Patrons returning materials in the book drop area.
3. Library staff checking the materials back in.
4. Library staff sorting the various materials on to carts.
5. Library staff reshelving the collections in their proper locations.
6. Routine business transactions including registration,
   payment of fines and fees, holds and reserves, etc.
7. Handling complaints relative to patrons problems.

Careful attention must be given to the workflow in the Division. Workflow issues include:
1) efficiency of movement of materials, and
2) preventing staff injuries with good ergonomic design such as keeping the returned materials at one level to avoid bending and stooping injuries.

It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

SPATIAL RELATIONSHIPS

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.
The Young Adult area should be adjacent to the Circulation area for supervision and visual control. With that said, the Technology and Homework Center, which is close to the Young Adults would be close also.

The Audio Visual, Browsing and OPAC's will be close also.

The Children's entrance should be near to monitor patrons going and coming.

ADJACENT:
    Library Entrance
    Young Adult Services
    Technology and Homework Center
CLOSE:
    Audio-Visual Library
    Browsing
    OPAC's
    Children's Library

DIVISION SPACE SUMMARY	Sq. Ft.
Book Return/Processing Room	320
Circulation Office	138
Circulation Service Desk	918
Computer/Telecommunications Room	N/A
Copy Center	205
Library Manager's Office	264
Staff Entrance & Lobby	140
Staff Lounge	553
Staff Rest Rooms	N/A
Staff Workroom	1,705
Storage/Supply Room	278
Volunteer Coordinator's Office	123
TOTAL:	**4,644**

Functional Activity

The Book Return/Processing Room is an area where returned library materials will be deposited by patrons and processed by staff.

Temecula has chosen two forms of returning library materials. One is on the exterior in the form of large waterproof metal book bins that are located next to the drop off curb, off to the side of the Library entrance. They are easy to use for after hours drop off. Also they must be located near the staff or back door entrance, to ensure staff ease in transporting the books back into the processing room.

The second is located within the Library, after the security gates and next to the circulation desk. The staff prefers a separate book processing room or area within the staff workroom for this specific task. Library materials will be returned through a slot in the wall and fall into a depressible book bin. Library staff will periodically unload these bins and the materials will be placed on book trucks.

Since book and AV drops must be accessible to the disabled, care must be taken in the coordination of the heights of these exterior slots and the height of the interior bins to make sure the two are compatible.

Occupancy

STAFF WORKROOM WORKSTATIONS: 2

Relationships

The Book Return/Processing Room must be adjacent to the Circulation Desk and the lobby of the building. Patrons should be able to deposit library materials into this room from the lobby.

The Staff Workroom should be close for assistance.

For patron convenience, a separate set of exterior book and AV return units (preferably with driver's side drop off)will be included in the parking lot. These exterior units should be relatively close to an entrance to the library on a relatively flat path, so that staff can unload library materials and push book carts to the Circulation Workroom.

ADJACENT:
    Public Entrance & Lobby
    Circulation Desk
CLOSE:

    Staff Workroom

Flexibility

It is unlikely that the function of this space will change or that the room will need to be expanded.

Fenestration

No windows required.

Finishes

Carpet and semi-gloss paint for durability. Carpet and acoustical ceiling tile for acoustics.

Access

Access to the drop slot must meet accessibility requirements for a front or side reach, recommended at not higher than 48" above finished floor. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since the access area outside the Book Return Room will be quite noisy because of patrons walking and talking, every effort should be made to absorb sound generated at this location and to keep it from spreading into the library. The walls of the Book Return Room need to be well insulated since the sound of books and AV materials falling through the drop slot into the bins will be very distracting to nearby patrons and staff.

HVAC

See General Requirements Section.

Illumination

The interior of the book drop needs approximately 30 foot candles of light primarily over the bins. However, the drop slots on the exterior should be highlighted with 50 foot candles or more to attract patrons to them. Exterior drops will need bright and vandal resistant lighting for security.

Telecommunications

Provide (1) data outlet per every book return equipment station for a total of (5) above the countertop.

Security

This room will be supervised by staff at the Circulation Desk. There needs to be a clear line of sight from the desk to any main drop slots inside the library's security system. All drop slots must be lockable. If drop slots are accessible from outside the building or from the lobby so that materials can be deposited after hours, the Book Return Room must be an enclosed fire rated room with a smoke detector and sprinkler head in case of the introduction of flammable material into the drops.

Signage

Signage should include permanent room identification signs ("Book Return" and "Audio-Visual Return") wall-mounted on the right side of the drop slot with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Electrical

Provide (6) duplex outlets above the countertop for book return equipment.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
AV Bin, Depressible	1	20	20
Book Bin, Depressible	3	20	60
Book Truck	9	10	90
Chair, Task	3	0	0
Security System Book & Media Resensitizer	1	0	0
Security System Book Resensitizer	1	0	0
Security System Desensitizer/Resensitizer	1	0	0
Workstation, Circulation Check-In Counter	5	30	150

Circulation Office   138 Sq. Ft.

Functional Activity

This is the office for the Circulation Supervisor where departmental activities will be planned and administered. This office will provide a private space where staff reviews can be conducted and where the public can come to discuss confidential issues regarding their circulation records.

Occupancy

STAFF OFFICE WORKSTATION: 1

Relationships

All of the circulation support staff should be easily supervised from this office which requires sight lines to the Circulation Desk.

Flexibility

This office probably will not change but may be assigned to another staff function.

Fenestration

Interior windows, which allow supervision of the Circulation Desk and Circulation/Staff Workroom, are required. Natural light is desirable as long as it does not create glare on computer screens.

Finishes

Carpet, base, paint and Acoustical Ceiling Tile.

Access

Provde door and worksurface access.

Acoustics

This office requires a high level of acoustical isolation for staff supervision, private conversations, or potential confrontations with irate patrons. A slab- to- slab full height partition should be considered. Also consider a ceiling tile with a higher sound isolation rating.

HVAC

Provide separate zone and controls for this room.

Illumination

Provide glare-free parabolic fluorescent recessed ceiling lighting sources.

Telecommunications

Provide (2) data outlets per office as future requirements may have (2) staff members within this area.

Security

Staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Provide Room ID Signage. See General Requirements Section.

Electrical
Provide (6) duplex outlets.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Task	1	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop	1	0	0
Credenza	1	28	28

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Desk, Supervisor's	1	60	60
File Cabinet, Lateral (Four Drawer)	1	20	20

Functional Activity

The Circulation Desk is the first public service point that patrons will see when entering the library. It must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron.

The Circulation Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. Caution here to not over compensate and provide too much depth as this could be too far and uncomfortable for patrons and staff to reach across the desk top also. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

Consider staff fatigue from standing several hours a day and provide both extra padded floor covering or mats and possibly a place to rest feet.

In addition to checking-out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees. Library patrons will also be able to use self-checkout machines in this area.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library or using the self-check machines, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

Occupancy

SELF CHECK OUT TECHNOLOGY WORKSTATIONS: 2
PUBLIC SERVICE DESK WORKSTATIONS: 6

Relationships

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow.

The Circulation Desk should be adjacent to the Staff Workroom and Branch Manager's Office, and to the Book Return Room and the Copy Center.

Another important relationship, is that to the Young Adult Collection and Seating. Visula supervision is essential to the success of the new, separate YA area.

For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the inventory control gates and the entrances to the Public Rest Rooms.

It should also be close to the AV Collection, New Book Display Area and the Children's Entrance.

ADJACENT:
> Public Entrance & Lobby
> Book Return Room
> Staff Workroom
> Branch Manager's Office
> Copy Center (Circulation)
> Young Adult Collection and Seating

CLOSE:

> Public Rest Rooms
> Children's Entrance (Interior)
> New Book Browsing
> AV Collection & Seating

Flexibility

The Circulation Desk is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

> Acoustical tile

WALLS:

> Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

> Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or unfinished
> quarry tile; Anti-fatigue mats at staff workstations

Access

Accessibility requirements are key in the Circulation Desk design. Because circulation activities by the staff often require standing, the staff prefers the main surface of the desk to be higher. This can be over 34" high but then requires 5% of the desk or one of the six checkout stations to be lower, 34" high maximum, which is more like 30".
Staff heights vary also. Most librarians compromise for all of the desk surface to be at 34" high which is accessible to all with a wheel chair side reach.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Provide separate zone control and consider supply register locations to not be directly above circulation checkout stations.

Illumination

The Circulation Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Telecommunications

Provide ample data outlets per station as this will house many technologies needing access to data. (2) per station is not out of the question. Provide wire management solutions to the multiple cords generated from the equipment.

Security

The staff at the Circulation Desk supervises much of the public area just inside the entrance from the lobby. Access to patrons who are exiting the building after activating the inventory

control system alarm is important.

The staff should be able to see a major portion of the lobby, the entrances to the library, and the entrances to the Public Rest Rooms. If the library has a video surveillance system, the security monitors may be located at the Circulation Desk.

If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage

See General Requirements Section for Directional signage such as "Circulation Desk" or "Customer Service".

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," and "Checkout" and a sign for any return slot.

Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Internet Classes on Saturday."

Electrical

Provide ample power outlets coordinated with the desk design. Engineers should carefully count power loads per computer and equipment device to provide ample circuits for today and future requirements. (6) outlets per station is not out of the ordinary.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bar Code Reader, Fixed Mount	6	0	0
Book Truck	2	10	20
Cash Register	2	0	0
Chair, Task	4	0	0
Clock	1	0	0
Computer, Staff Desktop	4	0	0
FAX Machine, Desktop	1	0	0
Mat, Anti-fatigue	7	0	0
Posts, Portable Traffic Control System	3	0	0
Printer, Laser (B&W)	2	0	0
Printer, Receipt	5	0	0
Queuing Space (Per Person)	25	6	150
Self Check-Out Counter	2	30	60
Self Check-Out Machine	1	0	0
Shelving, SF 84"h Steel W/ 6 Shelves	4	12	48
Sign, Announcement	1	0	0
Telephone Handset	5	0	0
Waste Basket	7	0	0
Workstation, Circulation Check-Out Desk	6	80	480
Workstation, Circulation Fines & Fees Desk	1	80	80
Workstation, Circulation Patron Registration Desk	1	80	80

Functional Activity

This room is where the network, systems, and telecommunications equipment is housed to support the library's electronic capabilities. This room is the main point of entry to the building for data, telephone, and security system lines.

Relationships

This space must be located in a secure non-public area and easily accessible from the Staff Workroom. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.

ADJACENT: Staff Workroom

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. If the elements of the room such as the main point of entry cables are placed correctly, then this room could expand when the library doubles in size.

Fenestration

No Windows. Provide double door access for loading equipment.

Finishes

This is not a public area and will be minimally finished since it is primarily a room for equipment.

CEILING:
> Acoustical tile for ceiling access.

WALLS:
> Paint (Latex semi-gloss recommended)

FLOOR:
> Anti-static Vinyl tile or sheet vinyl.

Access

This area requires special use knowledge and general access to the public is not allowed.

Acoustics

The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet. Consider full height acoustical wall construction between rooms.

HVAC

This room requires a separate zone with individual thermostat. Provide a separte HVAC unit above the ceiling. Temperature to be constant at 68 to 70° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment. A backup HVAC system is recommended.

Illumination

Provide 70+ footcandles for good lighting. Prismatic lense fluorescent will distribute more light on the wall surface than a directional parabolic. Consider light locations with tall data cabinets and racks.

Telecommunications

Locate main point of entry cabling to the interior walls, for future expandability. See General Requirements for Building Program section.
This room will require a UPS backup power of approximately 30 minutes to provide shut down time of the main systems.
This room will also connect to the Fire Station next door as that is the Emergency Operations Center for the City of Temecula.
A T-3 high speed telecommunications line will be provided to connect to the City, County and School District.

Security

This is a high security area. Only authorized staff should have access to the room. The room requires an electronic keypad, or magnetic card reader to control access, supplemented by a security alarm.

City of Temecula to consider a FM 200 or a dry standpipe fire suppression system to protect the equipment from water damage in the event of fire is required.

Signage

Consider room ID Signage. See General Requirements Section.

Electrical

Power in room to be sized according to equipment specifications. Power is clean and uninteruptable via a UPS source that allows during a power failure to shut down the system for up to 30 minutes without loosing data.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Computer Monitor, 15" Flat Panel Plasma	4	0	0
Computer Server, Mini (CPU)	10	0	0
Computer Stand	2	0	0
Console, Computer System	1	0	0
Disc Drive (External)	2	0	0
Fire Extinguisher, Halon	1	0	0
Rack, Computer / Communications Equipment	5	0	0
Router/Switch	3	0	0
Safe, Data / Tape Carrier	1	0	0
Storage Cabinet	2	0	0
Surge Protector, Multiple Devices	4	0	0
Tape Drive, External DAT / Cartridge Tape	1	0	0
Telecommunications Backboard	2	0	0
Telecommunications Equipment/Hub/ Multiplexer	1	0	0
Telephone Handset	1	0	0
Uninterruptible Power Supply (UPS), Single Device	1	0	0

Functional Activity

The Circulation Services Copy Center will provide a separate room or area where library patrons can photocopy library materials and other materials of their own. Some sound attenuation will be required, particularly if this is an open area and not an enclosed room. Provide wall space for seasonal display and storage space for tax forms if they are provided in paper format. The room should provide a work counter for sorting and collating, pasting and laying out projects, and organizing large jobs.

The layout of the room must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the room for recycling bins, change machines, card vending machines, and other equipment as necessary. There must be a logical way for patrons to queue either inside or just outside the room during busy periods.

Relationships

The Circulation Services Copy Center should be visible from the Public Entrance and Lobby and the Circulation Desk, and just off of the main traffic path. Staff at the Circulation Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

CLOSE:
> Circulation Desk
> Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Fenestration

Interior windows which allow the circulation staff to monitor are a priority.

Finishes

Consider cleanable floor materials such as VCT, Linoleum or changeable carpet tile as copy toner

can spill and cause stains. Balance the acoustics issue with a hard surface flooring also.

Access

Heights of work countertops and coin or venda card machines should be 34" high min.

Acoustics

This is a very noisy space because of the high use, the copy machines, and conversations between patrons and staff. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and ceilings, acoustical panels in the walls to help absorb noise should be considered.

HVAC

Consider the heat load from equipment and multiple patrons utilizing this room. Separate zone and controls are required.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide data outlet per every power outlet for future printing directly from computer to the copy machines.

Security

This area will be supervised by staff at the Circulation Desk. Sight lines from the Circulation Desk to this area, which should be glass-enclosed, must be unobstructed.

Signage

Required signage includes a permanent room identification sign ("Copy Center") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

Electrical

Provide dedicated clean power to every copier location.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Below Counter (Lockable)	6	0	0
Change Machine (Bill & Coin)	1	15	15
Copier, B&W Freestanding	3	50	150
Preparation Counter	1	40	40
Recycling Bin	1	0	0
Stamp Machine, Postal	1	0	0
Stapler, Electronic Binding	1	0	0
Vendor Card Encoder/Dispenser	1	0	0
Waste Basket	2	0	0

Functional Activity

This is the office for the Branch Manager who plans activities and administers the library's plan of service. This office will provide a private space where staff reviews can be conducted and where the public can come to discuss confidential issues regarding their circulation records.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

This office requires sight lines to the Circulation Desk and Circulation Workroom for supervision. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Patrons and other visitors should be able to access the Office without going behind the Circulation Desk or into any of the Circulation Services Division's back-of-house spaces.
Another benefit fo having the Young Adult close by is for supervision.

ADJACENT:
> Circulation Workroom

CLOSE:
> Circulation Desk
> Young Adult area

PROXIMITY:
> Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Fenestration

Interior windows, which allow supervision of the Circulation Desk, Young Adults and Circulation Workroom, are required.
 Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

Carpet, Paint and Acoustical Ceiling Tile.

Access

Doors and worksurfaces should be accessible to patrons visiting.

Acoustics

This office requires a high level of acoustical isolation to conduct staff supervision, private conversations, or potential confrontations with irate patrons. To achieve speech privacy, a slab-to-slab full height partition is required.
Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Provide separate controls and zone for this enclosed office.

Illumination

Provide glare-free parabolic fluorescent recessed ceiling lighting sources.

Telecommunications

Provide (2) data outlets per furniture layout for computer and printer equipment.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Room ID Signage which might include notices to patrons.

Electrical

Provide (7) duplex outlets per furniture arrangement and equipment layout.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Conference Room	4	0	0
Chair, Supervisor's	1	0	0
Computer, Staff Desktop	1	0	0
File Cabinet, Lateral (Four Drawer)	1	20	20
Printer, Laser (B&W)	1	0	0
Shelving, SF 66"h Steel W/ 5 Shelves	2	12	24
Table, Conference	1	110	110
Telephone Handset	1	0	0
Waste Basket	1	0	0
White Board	1	0	0
Workstation, Branch Manager's Office System	1	110	110

Staff Entrance & Lobby | 140 Sq. Ft.

Functional Activity

This is a separate staff only entrance to the library which is convenient from staff parking. This can be the delivery access also.

Relationships

The Staff Entrance must be close to the Staff Workroom and General Library Storage. The Staff Lounge can be near too. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and sometimes exterior bookdrops is critical.

ADJACENT: Staff Workroom
CLOSE: General Library Storage

Flexibility

There will always need to be a separate staff entrance so it is not anticipated that this would expand or change.

Fenestration

There should be a small window perhaps in the door so staff can look outside prior to leaving.

Finishes

Utilitarian, clean, and bright.
CEILING: Acoustical tile
WALLS: Paint (Latex semi-gloss)
FLOOR: Vinyl tile or carpettile; Foot cleaning mat.

Access

Door must be accessible.

Acoustics

The primary strategy for noise control will be to locate this space away from public spaces requireing quiet.

HVAC

Engineers to consider door to exterior and outside air flow coming into inside air flow.

Illumination

For security, high intensity exterior lighting is required to protect departing staff after library closing. There should be a bright and clear path to the staff parking area. Lighting should be on a timer.

Telecommunications

Provide one data outlet for future check in equipment.

Security

This is a staff only entrance controlled by a mechnical lock and key, electronic keypad, or magnetic card reader. This entrance should be inaccessible to the public inside the building and well lighted for the safety of staff leaving the building at night. A buzzer, doorbell or intercom speaker is desirable if this is also a service delivery entrance. There should be a small view window in the entrance door.

Signage

Consider exterior signage to read "Staff Only" or "Staff Entrance" and / or "Deliveries".

Electrical

Provide one power outlet.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Box, Cardboard	20	4	80
Bulletin Board	1	0	0
Shelving, Industrial	4	15	60

Functional Activity

This room is for the staff to relax and prepare meals in during breaks, lunch, and dinner. This area should be comfortable, quiet and relaxing.

Relationships

The Staff Lounge should be adjacent to the Staff Rest Room. The entrance to the Restroom, if located within the Lounge should be rotated so the door cannot be seen by the staff. The Staff Lounge should also be located by the Staff Workroom and close to the Staff Entrance and Supply Closet.

ADJACENT: Staff Rest Room
                Staff Workroom
CLOSE: Staff Entrance

Flexibility

It is not anticipated that this area will change.

Fenestration

Exterior windows are required, and a pleasant view highly desirable. Provide Roller shades or other light control devices.

Finishes

Consider Carpet for sound absorption and a softer environment and Vinyl tile at the "wet" areas.
Semi-gloss paint or vinyl wallcovering. Acoustical ceiling tile.

Access

Provide door and worksurface access. Sink access is no higher than 34" high with 24" deep min.
In addition, the other accessible criteria is to provide a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Acoustics

The Staff Lounge can be noisy during break times. Adequate sound isolation must be provided through the use of acoustical ceilings, floors and wall treatments.
Consider full height wall construction for sound and smell separation.
The primary strategy for noise control will be to located this space away from public areas and staff offices requiring quiet.

HVAC

Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Illumination

A combination of natural, incandescent and fluorescent lighting to provide a soft, warm ambient light. See General Requirements Section for zoning.

Telecommunications

A wall phone should be considered.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Signage

Consider Room ID Signage. See General Requirements Section.

Electrical

Provide ample power for equipment such as refrigerator, garbage disposals, microwaves,

coffee machines, vending, etc. Also provide convenience outlets around the room for laptops and lamps.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bottled Water Dispenser	1	8	8
Cabinets, Above Counter	12	0	0
Cabinets, Below Counter	12	0	0
Chair, Café	8	0	0
Chair, Staff Lounge	1	35	35
Cutting Board, Kitchen	1	0	0
Dishwasher	1	0	0
First Aid Kit	1	0	0
Lamp, Table	1	0	0
Locker	7	5	35
Microwave Oven	2	0	0
Paper Towel Dispenser	1	0	0
Refrigerator	1	20	20
Sink	1	18	18
Sofa (3 Seat)	1	70	70
Table, Café	2	65	130
Table, Coffee	1	45	45
Table, End	1	12	12
Telephone Handset	1	0	0
Waste Basket	2	0	0
Workstation, Food Preparation Counter	6	30	180

Functional Activity

This space will provide rest rooms exclusively for the library staff with an appropriate number of fixtures based upon the staff size and local code requirements.

Relationships

The Staff Restrooms should be adjacent to the Staff Lounge. These rest rooms should not be accessible to the public. They should be close to the Staff Entrance and in the proximity of the staff areas.

ADJACENT: Staff Lounge
Staff Entrance
Staff Workroom

Flexibility

This space requires nimimal or no flexibility unless accessibility requirements change.

Fenestration

No window required.

Finishes

Finishes must be durable, non-slip and low maintenance.

CEILING: Water resistant gupsum bourd with chemical resistant latex paint
WALLS: Minimum height of 48" Glazed ceramic tile or partial tile and water resistant wall board
FLOOR: Unglazed ceramic tile with dark grout; Floor drain is a requirement.
FIXTURES: Self-activated Sinks, and commodes, wall hung

Access

There are many accessiblity requirements within a restroom. There are many floor clearances, which include sink to wall and toilet to wall dimensions. Heights for toilets, grab bars, sinks and paper towel dispensers can be found in the general requirements section.

Acoustics

All reasonable acoustic dampening is appropriate for the restrooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Security

Provide a lock from the inside with the ability to egress from the inside.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral Triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" triangle superimposed within the circle), which contain no pictogram or letters, centered in the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Staff", "Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by

facilities staff.

Electrical

Provide one water resistive duplex outlet for staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode	2	0	0
Hand Dryer	2	0	0
Sink And Counter	2	0	0
Soap Dispenser	2	0	0

Staff Workroom   1,705 Sq. Ft.

Functional Activity

The Staff Workroom provides space for all kinds of back-of-house activities. The library staff will check-in library materials that have been deposited in the Book Return Room and then will sort them on shelving before returning them to the stacks. Circulation overdues, bills, and reserve notices will be processed at the County Library headquarters.

Occupancy

STAFF WORKROOM WORKSTATIONS: 10

Relationships

The Book Return Room, Branch Manager's Office and the Circulation Desk should be immediately adjacent to the Staff Workroom. Staff will move frequently between these spaces, and particularly between the Desk and the Workroom. There must be easy access between the spaces and sight lines between the Workroom and the Circulation Desk so that staff can fill-in if a line starts to form at the Desk.

ADJACENT:
    Book Return Room
    Branch Manager's Office
    Circulation Desk
CLOSE:
    Staff Entrance & Lobby
    Staff Lounge
    Staff Rest Rooms
PROXIMITY:
    Custodial Workroom
    General Library Storage Room

Flexibility

Since staff work areas are frequently remodeled and expanded, due to staff size and configuration changes, the workstations should be modular and flexible. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Interior windows, which allow supervision of the Circulation Desk, are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

Carpet, base and semi-gloss paint. Acoustical Ceiling Tile. Consider Vinyl tile where there is a sink.

Access

Provide door,aisle, and worksurface accessibility.

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the Circulation Desk and the rest of the library. To achieve speech privacy, a slab-to-slab full height partition is required.
Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Consider a larger staff occupancy within this room for full-time, part-time and volunteer

support. Controls and zones should be separate from the rest of the library.

Illumination

Provide glare-free parabolic fluorescent recessed ceiling lighting sources.

Telecommunications

Provide (1) data outlet per potential computer location. Consider future equipment locations. Provide wall and Floor devices as large open room will have the need for work islands to have computer hookups.

Security

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. If the Circulation Workroom does not have a door, patrons should be discouraged from entering by the use of gates and/or signage.
Staff in this area should be able to see the Circulation Desk so they can get to it quickly if needed. Sight lines to other areas of the library from the workroom are desirable.

Signage

Provide changeable signage for internal information for volunteers and staff.

Electrical

Provide ample electrical both floor and wall power. Wall power should be both 18" and 44" heights. (44" is located about countertops)

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bar Code Reader, Hand-Held	4	0	0
Book Truck	8	10	80
Bulletin Board	1	0	0
Cabinets, Above Counter	30	0	0
Cabinets, Below Counter	23	0	0
Chair, Task	9	0	0
Clock	1	0	0
Computer, Staff Desktop	6	0	0
File Cabinet, Lateral (Four Drawer)	5	20	100
First Aid Kit	1	0	0
Flat File	2	40	80
In & Out Board	1	0	0
Key Cabinet	1	0	0
Label Maker	1	0	0
Paper Cutter	1	0	0
Paper Towel Dispenser	1	0	0
Recycling Bin	1	0	0
Safe, Floor	1	0	0
Shelving, SF 84″h Steel W/ 6 Shelves	11	12	132
Sink	1	18	18
Soap Dispenser	1	0	0
Stapler, Electronic Binding	1	0	0
Table, Work	4	170	680
Telephone Central Station	1	0	0
Telephone Handset	6	0	0
Typewriter Stand	1	20	20

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Typewriter, Electric	1	0	0
Waste Basket	8	0	0
White Board	1	0	0
Workstation, Circulation Check-In Counter	1	40	40
Workstation, Clerical Office System	4	50	200
Workstation, Clerical Office System	1	90	90
Workstation, Literacy Office System	1	50	50
Workstation, Mending Counter	1	35	35
Workstation, Shipping & Receiving Counter	1	40	40
Workstation, Sorting Counter	1	40	40
Workstation, Webmaster's Office System	1	50	50
Workstation, Young Adult Office System	1	50	50

Storage/Supply Room
278 Sq. Ft.

Functional Activity

This area provides space for general library storage/supplies. It will house furniture and equipment which is waiting to be repaired or to be places into service, bulk paper and supplies shipments, seasonal displays and holiday decorations. Additional room should be available for stacking boxes and for furniture and equipment in transition. This room should have a set of double doors or a wide single for bringing bulky items in and out of the room.

Relationships

This area should be close to the Staff Entrance. It should be easily accessible to the Staff Workroom and Circulation Desk.
ADJACENT: Staff Workroom
                    Staff Entrance
CLOSE: Circulation Desk

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff. Vinyl tile and semi-gloss paint. Acoustical ceiling tile.

Access

Accessible criteria is to provide a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Acoustics

The primary strategy for noise control will be to locate this space away from areas requiring quiet such as staff offices and public reading areas.

HVAC

This space will generally be a low temperature and humidity space.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 footcandles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Security

This is a staff area only which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Consider Room ID Signage. See General Requirements Section.

Electrical
Provide (3) wall duplex outlets.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Box, Cardboard	8	4	32
Chair, Task	1	0	0
Hand Truck	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Shelving, SF 84"h Steel W/ 6 Shelves	16	12	192
Storage Cabinet	3	18	54
Table, Folding	1	0	0

Volunteer Coordinator's Office   123 Sq. Ft.

Functional Activity

This office is available for the Volunteer Coordinator but also shared by all of the Volunteers. An office dedicated to the Volunteers is required to assist in private activities such as Staff development, schedules review, volunteer interviews and training. The volunteers are a key Library component to the Library and help the County staff in many ways.

See Circulation Office Room Descriptions.

Occupancy

STAFF OFFICE WORKSTATION: 1

Relationships

This office should be located adjacent to the Staff Workroom.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Task	1	0	0
Chair, Visitor's	1	15	15
Computer, Staff Desktop	1	0	0
Credenza	1	28	28
Desk, Volunteer's	1	60	60
File Cabinet, Lateral (Four Drawer)	1	20	20

FICTION COLLECTION   1,366 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Fiction Division is to house the library's fiction, paperback and large print book collections. The Fiction Collection is the heart of the library's "popular library" and may be organized by general and genre categories; i.e., westerns, science fiction, mysteries and romance novels. The General Collection will be placed on the shelves and the genre books may be shelved in separate collections, with all books arranged on the shelves alphabetically by author's last name. Other Fiction materials may be found in the Browsing Collections.

Reference librarians may act as reader's advisors, but in general, the Fiction Collection is a browsing, self-service collection.

SPATIAL RELATIONSHIPS

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and Browsing. Many library patrons are exclusive fiction readers and will exit the library via the circulation desk immediately upon making a selection in the stacks.

CLOSE:

> Audio-Visual Library
> Browsing
> Circulation Services
> Library Entrance

PROXIMITY:

> Non-Fiction Collection
> Reference Services

DIVISION SPACE SUMMARY	Sq. Ft.
Fiction Collection & Seating	1,366
TOTAL:	**1,366**

Functional Activity

Patrons will enter this space and look for specific authors, and then will often seek a place to sit down to read the book jacket or the first few pages to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. In the process, they may use the on-line catalog to check the library's holdings while browsing in the Fiction Collection; therefore several OPACs should be conveniently located in this area. This space might also house the paperback collection and the large print book collection.

Occupancy

READER SEATS: 10

Collections

Collections include Fiction, Large Print, Westerns, Science Fiction & Fantasy, Romance, Paperbacks, and Mysteries.

Relationships

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, located in the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low, and which is located in a well-lighted area.

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

Carpet, base, paint, and acoustical ceiling treatment. Consider corner guards on walls and columns.

Access

Shelving aisles are 36" wide at the main range sections of Fiction shelves. Since there is a staffed desk insight, circulation desk, the shelving can be 90" high. Readers tables are 29" high and the table apron's cannot extend below 27" high.

Acoustics

Carpet and Acoustical ceiling tile will help mitigate sound.

HVAC

This area is part of the open room that houses all of the major library divisions which will promote good air circulation. See General Requirements for further detailed HVAC discussions.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. There are (3) options discussed in the General Reguirements Section for shelf lighting.
Table lamps for study tables are desired for patron control. Provide tamper-proof designs.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Security

The Fiction Collection will be supervised by the staff at the Circulation and Reference Desks. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

See General Requirments section for Directional Signage "Fiction". Shelving signage will also be required and further discussed in the General Requirements section.

Electrical

The future of the library users will most likely be technology savy and have many devices that require electrical power.

Electrical must be planned for in all seating areas including the study tables and lounge seating. Consider a grid of floor power for future flexibility. The shelving planned for today might be future homes of technology workstations tomorrow, so installing floor powerunder the shelving is required.

Power should be both in the floor and the wall. Provide flush, floor boxes fully recessed in the concrete slab with no exposed electrical or data devices. Consider a "flip-top" cover with carpet inserts.

Also consider extension devices that wire through the furniture leg and appear on the table top or apron for easier patron electrical access, as opposed to the floor.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90″H Steel Shelving W/ 12 Shelves	33	18	594
9418 Fiction			
36" Aisle DF 90″H Steel Shelving W/ 14 Shelves	5	18	90
1596 Large Print			
36" Aisle DF 90″H Steel Shelving W/ 14 Shelves	2	18	36
525 Westerns			
36" Aisle DF 90″H Steel Shelving W/ 14 Shelves	3	18	54
975 Science Fiction & Fantasy			
36" Aisle DF 90″H Steel Shelving W/ 14 Shelves	3	18	54
938 Romance			
36" Aisle DF 90″H Steel Shelving W/ 14 Shelves	2	18	36
1050 Paperbacks			
36" Aisle DF 90″H Steel Shelving W/ 14 Shelves	9	18	162
2818 Mysteries			
Description of Furniture & Equipment Units			
Chair, Lounge	4	35	140
Chair, Reader's	6	0	0
Lamp, Table	3	0	0
Stool, Kick-Step	6	0	0
Table, Coffee	1	50	50
Table, Reader's	3	50	150

GENEALOGY COLLECTION   322 Sq. Ft.

FUNCTIONAL ACTIVITY

Genealogical materials can include many books and related periodicals, some rare and valuable materials, and micorfiche/film which requires a reader. This is a reference collection and needs adequate seating for patrons to research their heritage. This is a special interest expressed by the citizens of Temecula.

SPATIAL RELATIONSHIPS

This area should be located in a quiet remote area of the library. Locating this area near a study room would be beneficial for Genealogy Board meetings. This area would also benefit from having the Local History Collection adjacent. Volunteer staff could be trained in both areas. Near by should be the Reference area and Non-Fiction for further research materials.

ADJACENT:
> Local History
> Study Rooms

CLOSE:
> Reference Services

DIVISION SPACE SUMMARY	Sq. Ft.
Genealogy Collection & Seating	322
TOTAL:	**322**

Occupancy

READER SEATS: 6
TECHNOLOGY WORKSTATIONS: 2

Flexibility

The expansion for this area is unknown and based on consensus of both the public and the City.

Fenestration

Natural Light is desirable but not a requirement.

Finishes

Carpet, Base, Paint and Acoustical Ceiling Treatment.

Access

Shelving aisles are 36" wide at the main range sections ofGenealogy shelves. Since there is a staffed desk insight, reference desk, the shelving can be 90" high. Readers tables are 29" high and the table apron's cannot extend below 27" high.

Acoustics

Provide acoustical ceiling tile and by location of bookstacks and furniture, can help limit noise.

HVAC

This area is part of the open room that houses all of the major library divisions which will promote good air circulation. See General Requirements for further detailed HVAC discussions.

Illumination

Provide ample lighting within the shelving ranges including the lowest shelf. There are (3) options discussed in the General Reguirements Section for shelf lighting.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Security

Visual supervision is not a high priority as most patrons utilizing this area are adults and seniors.
However the reference desk will be close by.

Signage

Provide Directional and Shelving Signage. See General Requirements Section.

Electrical

The future of the library users will most likely be technology savy and have many devices that require electrical power.

Electrical must be planned for in all seating areas including the study tables and technology workstation seating and free-standing equipment such as microfiche reader. Consider a grid of floor power for future flexibility.

The shelving planned for today might be future homes of technology workstations tomorrow, so installing floor powerunder the shelving is required.
Power should be both in the floor and the wall. Provide flush, floor boxes fully recessed in the concrete slab with no exposed electrical or data devices. Consider a "flip-top" cover with carpet inserts.

Also consider extension devices that wire through the furniture leg and appear on the table top or apron for easier patron electrical access, as opposed to the floor.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	5	18	90
2000 Genealogy			
Special Collections Display Book Case W/ 6 Shelves	3	15	45
500 Genealogy-Special Collections			
<u>Description of Furniture & Equipment Units</u>			
Chair, Reader's	4	0	0
Chair, Task	2	0	0
Computer, Public Desktop	2	0	0
Copier, B&W Freestanding	1	50	50
Microfiche Cabinet, Vertical (8 Drawer)	3	14	42
Microfiche Reader	2	0	0
Table - Microfilm/Genealogy	1	25	25
Technology Counter	2	35	70

INTERNATIONAL LANGUAGES   206 Sq. Ft.

FUNCTIONAL ACTIVITY

This area will house the International Language collections as dictated by the public requests. Collections will be focused in Spanish and Asian languages but may include other languages as the collection develops. All Non-Fiction, Fiction, and Audio-Visual materials will be combined in this area.

SPATIAL RELATIONSHIPS

The International Language collections will be on the peripheral of the majority of the collections within Non-Fiction and Fiction and within sight of the circulation desk.

PROXIMITY:

      Non-Fiction Collections

      Fiction Collections

      Circulation Desk

DIVISION SPACE SUMMARY	Sq. Ft.
International Languages Collection & Seating	206
TOTAL:	**206**

Occupancy

READER SEATS: 2

Collections

Collections include Fiction and Non-Fiction for international languages- a majority of which are spanish and asian.

Flexibility

This area would expand in collection size therfore the shelving location should be considered.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided.

Finishes

Carpet, base, paint and acoustical ceiling tile. Consider corner guards on walls and columns.

Access

Shelving aisles are 36" wide at the main range sections ofGenealogy shelves. Since there is a staffed desk insight, circulation desk, the shelving can be 90" high. Readers tables are 29" high and the table apron's cannot extend below 27" high.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Bookstacks should be located as a buffer to the reader seating in this area so patrons can escape for quiet reading, study or undisturbed thought.

HVAC

This area is part of the open room that houses all of the major library divisions which will promote good air circulation. See General Requirements for further detailed HVAC discussions.

Illumination

Provide ample lighting within the shelving ranges including the lowest shelf. There are (3) options discussed in the General Reguirements Section for shelf lighting.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6” above the table or carrel work surface, wall-mounted at 15” above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Security

This area will be monitored by the Circulation Desk. The bookstack and seating area should be laid out to optimize visual supervision.

Signage

Provide Directional and Shelving signage. See General Requirements Section.

Electrical

Electrical must be planned for in all seating areas including the study tables and technology workstation seating and free-standing equipment such as microfiche reader. Consider a grid of floor power for future flexibility.

The shelving planned for today might be future homes of technology workstations tomorrow, so installing floor powerunder the shelving is required.

Power should be both in the floor and the wall. Provide flush, floor boxes fully recessed in the concrete slab with no exposed electrical or data devices. Consider a "flip-top" cover with carpet inserts.

Also consider extension devices that wire through the furniture leg and appear on the table

top or apron for easier patron electrical access, as opposed to the floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90″H Steel Shelving W/ 12 Shelves	**3**	**18**	**54**
1296 Spanish Language Fiction			
36" Aisle DF 90″H Steel Shelving W/ 14 Shelves	**2**	**18**	**36**
595 Spanish Language Non-Fiction			
36" Aisle DF 90″H Steel Shelving W/ 14 Shelves	**2**	**18**	**36**
1008 Asian Languages			
Description of Furniture & Equipment Units			
Chair, Reader's	**2**	**0**	**0**
Lamp, Table	**1**	**0**	**0**
Table, Reader's	**1**	**80**	**80**

LIBRARY ENTRANCE   1,378 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Library Entrance is to serve as the formal entrance and lobby for the library building and access to ancillary services such as the Community Room and the main Public Rest Rooms for the facility. The lobby will provide space for library patrons to enter and exit the library, and will also provide space for receptions outside of the Meeting Room. In addition, the entry will recognize Library donors. Community bulletins and events will also be posted.

The entrance will also feature a Friends Bookstore and large display window. Temecula has a very successful Friend's of the Library group, with the ability to enter the Friends area when the Library is closed. They not only provide books for resale but gifts and supplies relating to Library activites.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library, the Friends Bookstore or the Community Room. It should be conveniently located to allow access to both.

The Library Entrance Division must be able to be locked off and separated from the library so that the meeting rooms and ancillary services can be open when the library is closed.

ADJACENT:

      Circulation Services
      Community Room
      Friend's of the Library

CLOSE:

      Audio-Visual Library
      Browsing
      Children's Library

AWAY:

      General Building Services

DIVISION SPACE SUMMARY	Sq. Ft.
Custodial Sink & Supply Closet	N/A
Friend's Bookstore and Gift Shop	744
Friends' Closed Storage	120
Friends' Workroom/Sale Counter	234
Public Lobby / Gallery / Information	280
Public Rest Rooms	N/A
TOTAL:	**1,378**

Functional Activity

Space must be provided throughout the building for sink closets and storage for custodial purposes.

Relationships

The closet would be best located in a public area near the Rest Rooms and Community Room.

Flexibility

It is not anticipated that this area will change purpose or require expansion unless a large addition is built on to the building and then additional closets would be needed.

Fenestration

No windows as all of the wall space is needed.

Finishes

Minimally finished non-public area with durable water repellent surfaces.
CEILING: Exposed structure or acoustical tile
WALLS: Latex paint over sealed concrete; cement block or water resistent dry wall
   Glazed ceramic wall tile behind the floor sink area.
FLOORS: Sealed concrete, or vinyl tile or sheet vinyl, with a floor drain.

Access

Provide door accessibility.

Acoustics

Location will be critical to minimize noise to the public areas.

HVAC

Ventilation is crucial to limit intior pollution. All custodial closets should have negative ventilation to contain chemical fumes from spreading into the building, or separate exhaust system to keep fumes from entering the building's return air supply system.

Illumination

Provide bright prismatic fluorescent lighting. Provide a motion sensor to save energy.

Telecommunications

No data access is required.

Security

Staff only or a custodial service will require a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Automatic door-closing mechanism on a heavy door should be considered.

Signage

Provide Room ID signage. See General Requirements Section.

Electrical

Provide (3) electrical wall devices for equipment checks.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cleaning Cart	1	0	0
Hand Truck	1	0	0
Ladder, Step	1	0	0
Mop Bucket	1	0	0
Shelving, Industrial	2	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Sink	1	0	0
Sink, Mop	1	0	0
Vacuum Cleaner, Dry Upright	1	0	0

Functional Activity

The Friends' Bookstore will be operated by volunteers from the Friends of the Library. Library patrons and visitors to the Community Room will be able to stop in and browse through the store and make purchases.

The revenues from the store will go toward financing the operation of the library. Books and materials in the store will be marketed with display shelving that should be attractive with an emphasis on browsing and eye-catching appeal.

Relationships

The Friends' Bookstore must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library. Also, the Friend's Bookstore is in need of a delivery entrance and non-public restroom, in which they could benefit by being close to the staff workroom and delivery entrance.

ADJACENT:
> Public Entrance & Lobby

CLOSE:
> Staff Entrance
> Staff Restrooms

Flexibility

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since the availability of the Friends' volunteers can change. If underutilized in the future, this room should be able to be converted to another meeting room, training room, or study/tutoring room.

Fenestration

The Friend's Bookstore could benefit from many exterior and interior windows, as merchandising is the key to their success. A display window to the exterior is essential for after-hours. However, this must be balanced with the much needed wall space inside for bookshelving.

Finishes

Since this area is located at the main entrance of the library, it must be very attractive and uncluttered. The retail nature of the space should be emphasized through the use of merchandise display techniques. The floor finishes must be stain resistant, dirt repellant, durable and low maintenance since this will be a relatively high traffic area. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
> Acoustical tile

WALLS:
> Vinyl, sisal or Fabric wall covering; Tackable surfaces; Vinyl or carpet cove base; Chair rail; Wall-mounted retailing display units

FLOOR:
> Anti-static carpet tile, or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Friends' Bookstore must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

If network access is available at the café tables for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required.

Acoustics

This space should be acoustically buffered from the library. The Bookstore will be part of the noisy entrance area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to acoustically separate this area from the lobby so that patrons can shop undisturbed.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover.

Illumination

Specialized accent lighting of 40 to 50 foot candles at the bookstore entrance, counter tops, and all product display units including shelving. Light should be provided within in-wall glass display cases. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main checkout (point of sale) location; and one duplex data only outlet (two data) at each table location around the perimeter wall for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for a side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security

This space should be able to be secured separately from the library to allow for use after hours when the library is closed but when meetings are taking place in the building. Display cases should be lockable. Layout must balance control of merchandise with display in order to attract customers while diminishing theft. The volunteer workers in the store will supervise this space.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby. This directional sign ("Friends' Bookstore") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Any permanent room identification signage ("Friends' Bookstore") must be wall-mounted on the latch side of the door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. Other signage should include changeable information signs including hours of operation and restriction signs (e.g., "No Smoking").

The Friend's will have other special sign requirements that need to flexible and changeable. Consider a sign system for shelving as their product changes frequently. Also coordinate with the Friends volunteers on the "payment" signage which is communicated to the patrons.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Cabinets, Below Counter (Lockable)	8	0	0
Case, Floor Display	2	30	60
Chair, Café	4	0	0
Chair, Lounge	1	35	35
Clock	1	0	0
Shelving, DF 58"h Bookstore Display	12	30	360
Shelving, SF 82"h Bookstore Display	9	21	189
Table, Café	1	50	50
Table, Reader's	1	50	50
Waste Basket	1	0	0

Functional Activity

The separate locked storage room is for materials waiting to be processed, folding tables for periodic sales, and general supplies.

Relationships

This should be next to the Friend's workroom.

Flexibility

This area probably will not change but possibly be converted in the future.

Fenestration

Maximum wall space is preferred, over exterior windows.

Finishes

Consider hard surface, cleanable flooring such as VCT or Linoleum. Scrubable painted walls.

Access

Accessible criteria is to provide a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Acoustics

Consider acoustical ceiling tile.

HVAC

Consider low humidity for storage of old books.

Illumination

Good lighting with above average foot candles.

Telecommunications

No data required.

Security

Provide a lock on the door.

Signage

Provide a room ID sign.

Electrical

Provide a minimum (2) duplex wall outlets in the storage room.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Hand Truck	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves	10	12	120

Functional Activity

This area is located adjacent to the Friends' Bookstore for the volunteers to store, process and sell the donated items. It should be somewhat concealed from the Bookstore but visible with carefully placed glass windows and an opening for the purchase counter area. Their should be shelving, storage cabinets for mending supplies and price tags, retail inventory and countertop workspace. In addition, the Friend's require a sink for washing hands after handling the donated materials which can be old and in poor condition.

Relationships

Adjacent to the Friend's Bookstore and Gift Shop.

Flexibility

This area probably will not change but possibly be converted in the future.

Fenestration

Maximum wall space is preferred, over exterior windows. Provide interior glazing into the Bookstore for monitoring.

Finishes

Consider hard surface, cleanable flooring such as VCT or Linoleum. Scrubable painted walls and durable countertops.

Access

A sink is provided, the sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to a volunteer's duties, (e.g., washing dishes), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Acoustics

Consider acoustical ceiling tile.

HVAC

Consider low humidity for storage of old books.

Illumination

Good lighting with above average foot candles. Volunteers tend to be elderly with poor eye-sight and the tasks sometimes involve detail work such as mending books.

Telecommunications

Provide (2) data outlets where the point of service worksurface will be in the workroom.

Security

Provide a lock on the door.

Signage

Provide a room ID sign.

Electrical

Provide (6) duplex outlets in the workroom. Consider equipment locations on the worksurface.

Furniture & Equipment and Shelving Units

UNIT   UNIT EXTENDED

	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	**1**	**0**	**0**
Cabinets, Below Counter	**18**	**0**	**0**
Cash Register	**1**	**0**	**0**
Chair, Task	**2**	**0**	**0**
Clock	**1**	**0**	**0**
Computer, Staff Desktop	**2**	**0**	**0**
Printer, Laser (B&W)	**1**	**0**	**0**
Safe, Floor	**1**	**0**	**0**
Shelving, SF 90"h Steel W/ 7 Shelves	**5**	**12**	**60**
Sink	**1**	**18**	**18**
Storage Cabinet	**2**	**18**	**36**
Workstation, Friends' Work Counter	**3**	**40**	**120**

Functional Activity

This space provides access to the library as well as its ancillary services. The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access.

The lobby should be an inviting space that welcomes the public to the library and the meeting rooms. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

Also the lobby is a great place for display of public information and donor recognition. Consider rotating event displays and signage. Frequently, tables for tax forms around the first of the year are required.

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Community Room, Friends' Bookstore and Gift Shop, and Public Rest Rooms should all be accessible from the lobby.

ADJACENT:
> Circulation Desk
> Friends' Bookstore & Gift Shop
> Kitchenette
> Community Room
> Public Rest Rooms

CLOSE:
> AV Collection & Seating
> Children's Entrance (Interior)
> Copy Center (Circulation Services)
> New Book Display

PROXIMITY:
> Branch Manager's Office
> Fiction Collection & Seating
> On-line Public Access Catalog (OPAC)
> Reference Desk

AWAY:
> Loading Dock And Other General Building Services

Flexibility

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it will also serve as a display area for exhibits. This area will also provide space for occasional large receptions.

Fenestration

Glass is required in the front doors and on side windows to provide for a view to the outside and a view into the library from the outside. Skylights or clerestories for additional natural light are recommended.
Consider automatic opening entry doors for both disabled access and patrons carrying a lot of materials for returns.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:
> Plaster or acoustical tile

WALLS:
> Highly durable and flame retardant; Paint (Latex semi-gloss recommended);
> Sisal or vinyl wall covering; Marble or granite wainscoting; Etched,
> silk-screened, or fritted glass to library or exterior; Hanging track;
> Tackable surfaces

FLOOR:
> Terrazzo tile, unfinished quarry tile with non-slip matte finish or
> equal; Walk-off mats; Grating system

Access

See General Requirements. Level floor surfaces and automatic entry doors are the two prominent issues.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

HVAC

Consider the volume of outside air from the entry doors, mixing with the interior air system.

Illumination

General lighting at 15 to 20 foot candles, with specialized accent lighting at 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Telecommunications

Provide one data outlet for a future Technology kiosk.

Security

The lobby should be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Community Room when the library is closed. Much of the lobby should be visible to the staff at the Circulation Desk.

The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s).

The lobby may also include signs acknowledging public officials and donor recognition plaques.

Electrical

Provide one duplex outlet every 12' -0". One outlet should be next to the data for future kiosk connection.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bench, Lobby (2 Person)	2	20	40
Bulletin Board	1	0	0
Case, Exhibit	2	30	60

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Case, Floor Display	6	30	180
Directory	1	0	0
Drinking Fountain	2	0	0
Kiosk, Display	1	0	0
Plaque, Dedication	1	0	0
Rack, Literature Display Handout	1	0	0
Security System Gates, Inventory Control	1	0	0
Sign, Announcement	1	0	0

Functional Activity

This will be the main bank of Public Rest Rooms located just off the lobby for library patrons and people attending programs in the Community Room.

Relationships

The Public Rest Rooms must be just off the Lobby. The entrance to the rest rooms should be easy to find and convenient to the Community Room.
The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore and Gift Shop.

ADJACENT:
> Public Entrance & Lobby
> Community Room

CLOSE:
> Circulation Desk (Sight Lines)
> Friends' Bookstore & Gift Shop
> Custodial Sink & Supply Closet

Flexibility

Rather than expand the existing rest rooms, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows.

Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING:
> Water resistant gypsum board with epoxy paint or vinyl wallcovering.

WALLS:
> Glazed ceramic tile with dark grout

FLOOR:
> Unglazed ceramic tile with dark grout; Floor drains

STALLS:
> Wall mounted high-density solid plastic or stainless steel

FIXTURES:
> Sinks: Self-activated
> Commodes: Self-activated, wall hung

ACCESSORIES: Large capacity paper towel dispensers and toilet tissue holders.

Access

There are many accessiblity requirements within a restroom. There are many floor clearances, which include sink to wall and toilet to wall dimensions. Heights for toilets, grab bars, sinks and paper towel dispensers can be found in the general requirements section.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Full height acoustical wall construction is required. Doors should have a closer.
Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Security

The staff at the Circulation Desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. Staff at the Circulation Desk will control access to the rest rooms via a remote electronic switch at the desk. All rest rooms will be lockable, so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Electrical

No power is required within the room but an outlet outside is acceptable for janitorial cleaning machines.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode	11	0	0
Diaper Changing Counter	2	0	0
Hand Dryer	2	0	0
Mirror, With Shelf	2	0	0
Paper Towel Dispenser	4	0	0
Sink And Counter	6	0	0
Soap Dispenser	6	0	0
Urinal	3	0	0

LOCAL HISTORY COLLECTION — 307 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of this division is to provide housing for the library's Local History Collection including books by local authors, photo archives, and other local historical materials. These materials are not checked out of the library, but are used in the Local History Area to maintain the security of the collections. Some of the more irreplaceable items are locked in cases and the reference librarians must make these materials available to the patrons. Library patrons will find in this area a research collection and a quiet study space. As such, access to the study rooms and a copier would be beneficial.

SPATIAL RELATIONSHIPS

The only relationship for the Local History Collection is that it should be close to the Reference Services Division and the Heritage Room which will be dedicated to display of Historical Items.

ADJACENT:
>Reference Services
>Heritage Room

CLOSE:
>Study Rooms
>Copy Center

DIVISION SPACE SUMMARY	Sq. Ft.
Local History Collection & Seating	307
TOTAL:	**307**

Functional Activity

This space is intended for library patrons in the community who have a special interest in local culture and history. Generally, the Local History Collection and Seating Area should be removed from the noisier areas of the library. Some of the materials in this collection will be housed in locked display cases and will require the assistance of a staff member for access. The collections consist of works by local authors and archives and materials of historical significance to the City, County, Region and State.

Occupancy

READER SEATS: 2

Relationships

The Local History Collection should be in a less trafficked area of the library, and reasonably close to the Reference Desk, preferably with sight lines, so that staff can supervise the room.

CLOSE:

Reference Desk

Flexibility

It is unlikely that this space will need to be expanded in the future, but the possibility should be kept open and flexibility should be a goal.

Fenestration

Natural light must be controlled in this area, and east and west facing windows are to be completely avoided. Any exterior windows require roller shades or other light control devices to block sources of UV light.

Finishes

Carpet, Base, Paint and Acoustical Ceiling Tile.

Access

Shelving aisles are 36" wide at the main range sections of shelves. Since there is a staffed desk insight, reference desk, the shelving can be 90" high. Readers tables are 29" high and the table apron's cannot extend below 27" high.

Acoustics

Patrons researching local history will want quiet for concentration and study. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to lessen the external noise which enters this room.

HVAC

 Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Areas where rare materials are stored or displayed should be lighted with low UV fluorescent lamps designed to provide 2 to 5 foot candles of vertical illumination. Reading areas should be lighted at 15 foot candles supplemented by task lighting at 50 foot candles on the tables. Any fluorescent lighting must be provided with UV filtering sleeves. Tungsten lamps should be used for small or confined areas. No direct mercury or metal halide lighting is to be used near materials. Where display cases are lighted, they must be vented to prevent heat buildup. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide minimum floor and wall data outlets. Because a majority of this collection is mostly print materials, data is not required. However, in the future some databases will be accessed via the computer so plan accordingly.

Security

Staff at the Reference Desk will supervise this area.   Lockable display cases and file cabinets are required.

See General Requirements Section for Directional Signage and shelving signage.

Electrical

Provide minimum floor and wall power for future.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 90″H Steel Shelving W/ 7 Shelves	**6**	**12**	**72**
864 Local History			
Description of Furniture & Equipment Units			
Cabinets, Above Counter	**9**	**0**	**0**
Case, Exhibit	**1**	**35**	**35**
Chair, Reader's	**2**	**0**	**0**
Chair, Task	**1**	**0**	**0**
Computer, Staff Desktop	**1**	**0**	**0**
Lamp, Table	**1**	**0**	**0**
Printer, Ink-Jet (B&W)	**1**	**0**	**0**
Table, Reader's	**1**	**50**	**50**
Workstation, Local History Counter	**2**	**75**	**150**

FUNCTIONAL ACTIVITY

The primary function of the Non-Fiction Collection is to house the library's Non-Fiction Collection. This collection is central to the library's role as a reference and resource library for the community. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection, so professional staff must be close at hand to provide assistance.

While in the non-fiction bookstacks, patrons may wish to consult the library's catalog several times without having to walk back to the OPAC cluster in Reference Services, so Temecula has commited to having OPACs of several of the ends of shelving ranges. These OPACs will be highly visible to patrons entering the area and they should be relatively close to patrons seated at tables and carrels.

SPATIAL RELATIONSHIPS

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. Because Library patrons will typically need to access the on-line public access catalogs (OPACs), there are six (6) located amoung the Non-Fiction shelving collections at the ends of the shelf ranges. This is so they do not have to go all the way back to the OPAC's at the front of the library.

CLOSE:

      Reference Services

PROXIMITY:

      Fiction Collection
      Copy Center

AWAY:

      Children's Library

DIVISION SPACE SUMMARY	Sq. Ft.
Non-Fiction Collection & Seating	2,766
TOTAL:	**2,766**

Functional Activity

After locating books in the non-fiction bookstacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books. To permit a high degree of concentration, it is best if the seating areas are quiet and removed, although they must be easily accessible to the Non-Fiction Collection. Seating should be away from the busiest part of the Library. Consider the north light for reading porches etc.

Occupancy

READER SEATS: 21
TECHNOLOGY WORKSTATIONS: 7

Flexibility

This area will need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is desirable but should be controlled.

Finishes

Carpet, Base, Paint and Acoustical Ceiling Tile. Consider corner guards at walls and columns.

Access

Shelving aisles are 36" wide at the main range sections of shelves. Since there is a staffed desk insight, circulation desk, the shelving can be 90" high. Readers tables are 29" high and the table apron's cannot extend below 27" high.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought.

HVAC

This area is part of the open room that houses all of the major library divisions which will promote good air circulation. See General Requirements for further detailed HVAC discussions.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. There are (3) options discussed in the General Reguirements Section for shelf lighting.
Table lamps for study tables are desired for patron control. Provide tamper-proof designs.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Security

The Non-Fiction Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

See General Requirements Section for Directional signage and shelving.

Electrical

Electrical must be planned for in all seating areas including the study tables and technology workstation seating. Consider a grid of floor power for future flexibility.

The shelving planned for today might be future homes of technology workstations tomorrow, so installing floor power under the shelving is required.

Power should be both in the floor and the wall. Provide flush, floor boxes fully recessed in the concrete slab with no exposed electrical or data devices. Consider a "flip-top" cover with carpet inserts.

Also consider extension devices that wire through the furniture leg and appear on the table top or apron for easier patron electrical access, as opposed to the floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	107	18	1,926
35743 Non-Fiction			
Description of Furniture & Equipment Units			
Chair, Reader's	21	0	0
Computer, OPAC Desktop	6	0	0
Computer, Public Desktop	7	0	0
Lamp, Table	7	0	0
Stool, Kick-Step	10	0	0
Table, Reader's	7	80	560
Technology Carrel	7	40	280

FUNCTIONAL ACTIVITY

The primary function of this area is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath.

Space to house back issues is being dramatically impacted by advances in electronic access technologies. Historically, back issues were paper copies of older magazines and newspapers that were sometimes bound in hard covers. In the recent past, libraries began archiving back issues on microfilm to save space and binding costs. More recent advances are making full-text of the back issues available on CD-ROM or directly on-line.

In general, technological advances have added, rather than replaced, formats since few institutions can afford to replace microfilm, and few discard the print copies which frequently have superior illustrations. The back issues of periodicals are retained to circulate.

SPATIAL RELATIONSHIPS

The Periodicals Collection Area and The Current Magazine and Newspaper Area should be located in an area that would be appealing and comfortable to adults to read and relax in a quiet atmosphere.

Northern light coming into a reading porch would enhance this area greatly.

Periodicals are acccessed for both casual reading and research. To that end, they should be located near Reference, Non-Fiction and Fiction areas.

Because this furniture and shelving is lower, it can be located to improve visual control to other study areas. Access to the Copy Center is preferred also.

CLOSE:

       Fiction
       Non-Fiction
       Reference Services
       Copy Center

DIVISION SPACE SUMMARY	Sq. Ft.
Current Magazine & Newspaper Display & Seating	925
TOTAL:	**925**

Functional Activity

Library patrons will browse and read current magazines and newspapers in this space which is sometimes referred to as the library's "living room." By locating this area in the "Reading Porch", the patrons will be able to take advantage of the dramatic site location above the City with northern views of the mountains.

The space should be comfortable and inviting for relatively long stays. Current magazines and newspapers will be displayed face out on sloped shelves.

Occupancy

READER SEATS: 14

Flexibility

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than in many others, so flexibility is an absolute requirement.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

Carpet, Base, Paint and Acoustical Ceiling Tile.

Access

Because there is not a supervisory desk assigned to this division, all patrons must access these popular collections. The shelving is only 66" high with the bottom of the top shelf at a minimum 54" high reach. The aisles are larger than the standard shelving range at 44" wide. Study tables are accessible at 29" high with the apron extending only to 27" high.

Acoustics

This area will be moderately noisy. The Periodicals Collection Area is frequently used by both adult patrons looking for quiet space to read and young adults and students in search of school report materials. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

This area is part of the open room that houses all of the major library divisions which will promote good air circulation. See General Requirements for further detailed HVAC discussions.

Illumination

Provide ample lighting within the shelving ranges including the lowest shelf. There are (3) options discussed in the General Requirements Section for shelf lighting. Table lamps for study tables are desired for patron control. Provide tamper-proof designs.

Consider specialty lighting built within each shelf for the periodicals or at minimum a header sign on the top of each unit.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Security

The Periodicals Collection will be supervised by staff at the Circulation Desk or the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

See General Requirements Section for Directional and information signage.

Electrical

Electrical must be planned for in all seating areas including the study tables and technology workstation seating. Consider a grid of floor power for future flexibility.

The shelving planned for today might be future homes of technology workstations tomorrow, so installing floor powerunder the shelving is required.

Power should be both in the floor and the wall. Provide flush, floor boxes fully recessed in the concrete slab with no exposed electrical or data devices. Consider a "flip-top" cover with carpet inserts.

Also consider extension devices that wire through the furniture leg and appear on the table top or apron for easier patron electrical access, as opposed to the floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves	**11**	**22**	**242**
195 Current Magazines			
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve	**2**	**14**	**28**
11 Current Newspapers			
Description of Furniture & Equipment Units			
Chair, Lounge	**12**	**35**	**420**
Chair, Reader's	**2**	**0**	**0**
Table, Coffee	**3**	**45**	**135**
Table, Reader's	**1**	**100**	**100**
Waste Basket	**2**	**0**	**0**

PUBLIC MEETING ROOMS   4,496 Sq. Ft.

FUNCTIONAL ACTIVITY

The function of this division is to provide performance, conference and meeting room space that can be used for library programs and by community groups of all sizes, from tutoring to large group events. Within the Joint Use Agreement and City Library Plan of Service, the other facility use commitments from the School District for these spaces are the "Reading Buddies" and "EVEN START" programs.

This division is divided into (3) categories by size.
1) Large, Multi-purpose type called the Community Room.
2) Mid-size, formal conference room called the Heritage Room.
3) Smaller, individual group study rooms, in which there are (5) dedicated to the program.

COMMUNITY ROOM
The Community Room will be a large open multi-purpose space with seating for 200, a presenter's location, amplified sound, and projection capability. The room will be divisible into (2) smaller rooms to accommodate 100 each. It should be easily reconfigured for training, large children's programs, job fairs, parenting classess, large community based non-profit group functions such as Friends, Rotary and Rose Society, Video Conferencing and performances. An AV, chair/table storage and kitchen are also provided to support the functions and programs required.

HERITAGE ROOM
The Heritage Room will provide space for Historical Society meetings, staff conferences, City functions, book signings, and continuing education. This room is unique in it's arrangement and function. There are a variety of elements that make up the program. This space can hold up to (10) at a conference table and (4) lounge seats. Also there are built-in shelves for exhibits both permanent and rotating.
This room will provide the City with features to attract a major donor.

STUDY ROOMS
The Study Rooms will provide space for small informal adult group meetings, group homework sessions, continuing education, and adult literacy. Four rooms hold (6) and the last holds (8) people at study tables. It is key to have walls for privacy and sound control and display of visual information on a whiteboard but also critical is supervision through a glass wall.

SPATIAL RELATIONSHIPS

(3) Separate Room types are addressed in this area - Community Rooms, Heritage Room and Study Rooms. The adjacencies of each are listed below.

COMMUNITY ROOM
The Community Room should be easily accessible from the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms. Since this area may be open when the rest of the library is closed, access must be provided through the main lobby with security gates separating the rest of the Library.
The Kitchenette should be adjacent to the rear entrance of the Community Room so that refreshments can be brought in without disturbing a meeting or program. Since the Community Room is divisible, consider accessing both sides of the room.

ADJACENT:
> Public Entrance & Lobby
> AV, Chair & Table Storage Room
> Kitchenette

CLOSE:
> Custodial Sink & Supply Closet
> Public Rest Rooms

HERITAGE ROOM

The Heritage Room should be adjacent to the Reference area but visible from the main circulation areas of the library. Another important relationship is the Local History Collection. Focused collections can be displayed in this room. It is the heart of the Library.

ADJACENT:
> Reference Services
> Local History

STUDY /CONFERENCE ROOMS

These rooms should be located in a prominent area that is highly visible to the reference staff and adult patrons. The reference collection is alternating lower shelves that will provide views into the full height glass walls of the study rooms.

The use of these rooms have several purposes to meet all the Young Adult and Adult needs.

ADJACNET:
> Reference Service Desk and Collections

PROXIMITY:
> Young Adults Area

DIVISION SPACE SUMMARY	Sq. Ft.
AV, Chair & Table Storage Room	441
Community Room	2,315
Conference Room A	190
Heritage Room	595
Kitchenette	315
Study/Tutoring Room A	160
Study/Tutoring Room B	160
Study/Tutoring Room C	160
Study/Tutoring Room D	160
TOTAL:	4,496

AV, Chair & Table Storage Room   441 Sq. Ft.

Functional Activity

This room will be used to store tables and chairs and house audio-visual equipment that will be used in the Community Room. Some AV equipment, such as the sound system, may be permanently located in this room and be operated from here.

Relationships

This room must be adjacent to the Community room so that equipment can be moved back and forth easily. One door may open into the Community Room. Access to this room should be possible from the Community Room without disturbing meetings or programs in either of the rooms.

ADJACENT:
Community Room

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Fenestration

No windows required.

Finishes

Hard surface flooring and paint.

Access

Accessible criteria is to provide a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Acoustics

Acoustical Ceiling Tile.

HVAC

If AV equipment is housed and operated here, heat must not be allowed to build up.

Illumination

Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Telecommunications will be required to coordinate with the AV equipment and link to the main Data Room in the Library.

Audio - Visual

If AV distribution equipment is located in this room, the signal must be distributed throughout the Community Room and other specified future locations in the library.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

See General Requirements for Room ID signage.

Electrical

Provide proper dedicated power per AV specifications for equipment racks.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Audio Cassette Tape Player/Recorder	2	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Audio Teleconferencing System	1	0	0
AV/Technology Equipment Cart, Large	2	15	30
Cabinet, AV Equipment	3	15	45
CD/Cassette Tape Player	1	0	0
Dolly, Chair	10	15	150
Dolly, Table	8	15	120
DVD Player	2	0	0
Laser Pointer	1	0	0
Microphone, Floor	1	0	0
Microphone, Lavaliere	1	0	0
Microphone, Table	1	0	0
Projector, Desktop	1	0	0
Shelving, Industrial	4	15	60
Storage Cabinet	2	18	36
TV Monitor, 32″	1	0	0
TV/VCR Player	1	0	0

Functional Activity

The Community Room will be a large open multi-purpose space with seating, a presenter's location, amplified sound, video conferencing and projection capability. It should be easily reconfigured for library programs, parenting classes, training, job fairs, career classes, tutoring, large children's programs, computer literacy instruction, or performances.
One room will be have the ability to Video Conference.

The architect should consider the room shape to allow for multiple arrangements ranging from lectures and conferences to training layouts. A divisible, acoustical partition will allow for even greater flexibility in scheduling and event sizes.

Occupancy

MEETING ROOM SEATS: 200

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building. The use of an operable partition to divide the room in half, will increase the ability to accommodate different size meetings.
Properly locate fixed elements along exterior walls, such as the AV, chair/table storage and kitchenette, to assist in the expansion possibility of this large room.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:
      Acoustical tile
WALLS:
        Paint (Latex semi-gloss recommended); Vinyl with tackable
        acoustical panels for sound absorption; Chair rail; White board or
        chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl
        or carpet cove base; Hanging track; Projection screen
FLOOR:
        Anti-static carpet tile or heavy weight commercial anti-static carpet
        with enhanced backing (No carpet pad permitted)

Access

Since this room will be utilized by the public, the design features should meet and exceed the accessibility requirements.
Further descriptions can be found in the General Requirements section of the Building Program. Accessibility requirements are required for the following room features:
Door hardware and location, electrical/data locations, control locations such as lights, screen, and thermostats, cabinetry and table heights, equipment heights, floor transitions and turning radius.

Acoustics

Moderate to high acoustical isolation is required in this room.

The wall construction between other Library areas or rooms must be full height and acoustical. The room's surfaces should be absorptive and include carpet, acoustical wall panels or fabric-like wallcovering, and acoustical ceiling tiles.

Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. The operable partition should have a high NRC rating for more acoustical control, especially due to the ceiling projection speakers.

Minimal gypsum board ceiling elements should be designed to support and direct sound. Some acousticians prefer gypsum board ceilings in rooms in the center of the room so it can direct the sound to the audience.

Architect/owner would be wise to hire an acoustical consultant to ensure the correct specifications and locations of elements to support the dynamics of the room.

HVAC

The HVAC system for this room will be part of the system that serves the Restrooms and Entry, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 15 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Community Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations. Consider "Lutron" multi scene control system where the main wall control device is next to the presenter's area, which most likely will be opposite of the entry doors. This device also allows for another control device to be near the front entry door for immediate access when entering a dark room.
Pendant lights, if desired, should coordinate with the ceiling mounted LCD projector so not to interfere with the projection to the screen area.

Telecommunications

Temecula has commited to providing "wireless" technologies within the Community Room. However, some backup data systems should be installed for traditional conduit and wiring (high speed T-3) especially by the presenter's areas and within several floor devices.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location (s). This can be within the lectern or instructor's station, wall-mounted, or located in a recessed floor box.

Provide Video Conference outlets and network modem lines to external sources.

Audio - Visual

Flexibility is helpful in audio visual design for the Community Room as there will be varying degrees of experience levels and media formats utilized in this room.

Presentation of videotape or DVD material in meeting rooms may be accomplished using installed or portable televisions. Mobile Carts with equipment is one way to present the materials when the room divider is closed and the room is smaller.

However, for projection of computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.
Projection is recommended over monitors in rooms seating more than 12 people.

The Community Room should have (2) screens, one for each side. Consider the locations when the rooms are divided and open as one. Study the furntiure layout possiblities with the podium or teachers area.

The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room. Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Meeting Room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated.

If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Community Room.

If the Community Room will be used to videotape events and presentations, or where it will be used for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects.

Control panels enabling operation of audiovisual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens.

The Temecula Community Room also will provide the capability for Video Conferencing within one of the smaller rooms. Video Conference equipment will connect to dedicated wall data outlets that provide service to outside lines via modems located within the Communications closet. The monitor and camera will be located within the room on carts.

Security

This area will have assigned staff who are charged with its supervision during an event. During Library service hours, the County and School District will monitor events and programs, after hour usage will be monitored by the City or School District depending on the activity.
The AV cabinet door can be open to allow use without a key. However, the AV equipment should be locked in place to the AV rack system. The mobile TV cart should be on wheels and be locked in the storage room when not is use.
The Community Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a major area directional and identification sign which can be seen from the entry lobby to read "Community Room Entrance" with a directional arrow. Also provide a permanent room identification sign "Community Room A and B".
These rooms are great for potential fund raising campaigns for donor recognition. Signage shouldbe able to incorporate the donor name and possibly a theme. See General Requirements Section.

Electrical

Unfortunately, power outlets are still required for equipment, including PC's and Laptops. Training curriculum today is frequently developed utilizing computer or AV media formats. The designer should plan multiple furniture arrangements for maximum power coverage. Power should be both in the floor and the wall for future flexibility.
Provide flush, floor boxes fully recessed in the concrete slab with no exposed electrical or data devices. Consider a "flip-top" cover with carpet inserts.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 18" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
ADA Assistive Listening System Accessories	3	0	0
Bulletin Board	2	0	0
Chair, Meeting Room - Stacking	205	12	2,050
Clock	2	0	0
Flip Chart With Stand	2	25	50
Lectern (w/ Space For A Portable Computer)	2	55	110
Piano, Grand	1	80	80
Projection Screen, Motorized Ceiling	2	0	0
Projector, Ceiling Mounted	2	0	0
Table, Meeting Room	16	0	0
Telephone Handset	1	0	0
Video Conferencing System	1	25	25
Waste Basket	2	0	0
White Board	2	0	0

Conference Room A — 190 Sq. Ft.

Functional Activity

This larger conference room is dedicated to larger group meetings for (8).
See Study/Tutoring Room A for all other specifications.

Occupancy

READER SEATS: 8

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Conference Room	8	0	0
Table, Conference	1	190	190
Waste Basket	1	0	0
White Board	1	0	0

Functional Activity

The Heritage Room will provide space for Historical Society meetings, staff conferences, City functions, book signings, and continuing education.

Occupancy

READER SEATS: 14

Relationships

Near Reference and Local History.

Flexibility

It is not anticipated that this room would change purpose or require expansion.

Fenestration

Interior and exterior windows would enhance the room. Consider shading devices. AV is not a requirement. Possibly locate this room near an outside Garden for informal gatherings.

Finishes

The finishes should reflect the Heritage theme of the Library. Consider more durable and timeless materials such as stone. Carpet is required to soften the room and provide acoustical control. Consider an area rug.
Wall finishes to consider are wood paneling, wallcovering, interior plaster systems.
Display cabinets probably would be wood with durable, adjustable shelves and tackable back surface.

Access

Conference tables are accessible at 29" high with the apron extending only to 27" high.
 Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Acoustics

Acoustics should be considered as stone finishes and hard gyp. Bd. Ceilings can hinder sound control.
Consider upholstered panels or acoustical plaster materials above a higher datum line.

HVAC

Because this is an enclosed room, consider heat from exterior windows and multiple occupancy.
A separate zone and controls are required.
See General Requirments for more specific information.
This room should have low humidity levels for rare books.

Illumination

Consider specialty and mood lighting to enhance the theme. Display lighting for art and exhibits.

Telecommunications

AV is probably not a consideration for this room.

Security

The Reference Desk staff should be able to monitor this room. Glass walls are needed.

Signage

Consider theme or Room ID signage. This room could be named after a major donor and signage would need to reflect these requirements.
See General Requirements.

Electrical

Provide floor power for the conference table and lounge seating for floor lamps.
Consider power on all (4) walls and including within the display cabinets.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Case, Exhibit	3	35	105
Chair, Conference Room	10	0	0
Chair, Lounge	4	35	140
Clock	1	0	0
Credenza	1	30	30
Fireplace	1	50	50
Presentation Center	1	0	0
Table, Coffee	1	45	45
Table, Conference	1	225	225
Waste Basket	1	0	0

Functional Activity

As part of the Community Room, the Kitchenette will serve as a warm-up kitchen and pantry for light refreshments served at community group meetings, receptions, and training sessions.
A longer linear shape of the room will promote good food service and workflow.
Accommodate trash and lots of counter space for catering.

Relationships

The Kitchenette should be adjacent to the rear entrance of the Community Room so that refreshments can be brought in without disturbing a meeting or program. The Kitchenette should also be adjacent to the lobby where refreshments may be served.

ADJACENT:
Community Room
Public Entrance & Lobby

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No exterior windows are required. Doors to both sides of the Community Room are essential.

Finishes

The finishes in this space should be light in color and easy to clean.
Counters and work surfaces should be a high quality laminate with rounded corners and edges to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints.

CEILING:
Acoustical tile, preferably scrubable
WALLS:
Vinyl wall covering or paint (Latex gloss or semi-gloss recommended)
FLOOR:
Unglazed ceramic tile, vinyl tile, linoleum, sheet vinyl, or carpet tile

Access

Provide door and worksurface access. Sink access is no higher than 34" high with 24" deep min.
In addition, the other accessible criteria is to provide a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Acoustics

This is a somewhat noisy area, because of occasional conversations between staff. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to keep the sound generated here from disturbing programs and meetings in the Community Room.

HVAC

Ventilation must keep cooking odors from spreading through the library.

Illumination

Overhead lighting in combination with under cabinet task lighting and light colored finishes.

Telecommunications

Consider a wall phone.

Security

The door(s) to the Kitchenette should be lockable and access controlled by staff. Cabinets should also be lockable.

Signage

See General Requirements for Room ID signage. Also consider permanent signs for rules and instructions on cleaning up.

Electrical

Provide ample power for Kitchen equipment. Include extra power at countertop height.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Above Counter (Lockable)	24	0	0
Cabinets, Below Counter (Lockable)	24	0	0
Coffee Maker/Urn	2	0	0
Coffee Thermos	4	0	0
Garbage Bin, Interior	3	15	45
Hot Water Urn	2	0	0
Kitchen Unit	1	25	25
Microwave Oven	2	0	0
Paper Towel Dispenser	1	0	0
Recycling Bin	1	15	15
Refrigerator	1	20	20
Soap Dispenser	1	0	0
Workstation, Food Preparation Counter	7	30	210

Functional Activity

The Study Rooms will provide space for small, in-formal adult group meetings, YA group homework sessions, adult continuing education, and familty literacy tutoring.

This space will serve as a quiet place to study and concentrate. It may also serve as a parent/teacher conference, staff conference, a project room, or a workroom for library patrons to work on collaborative projects.

Specifically, Temecula School District has a "Reading Buddies" program that pairs proficient high-school students with K-6 graders who need assistance from a peer in Literacy. These study rooms will be ideal, as the school library hours before and after school hours are limited and finding locations has been difficult in the past.

Occupancy

READER SEATS: 6

Relationships

Reference Desk for Supervision.

Flexibility

It is unlikely that these rooms will change. When the Library expands, they might utilized for another service.

Fenestration

Natural Light is desirable. Interior windows to the rest of the library are essential.

Finishes

Carpet, base, paint and acoustical ceiling tile. Consider a chair rail so the walls do not get marked up. Consider vinyl wallcovering if the budget allows.

Access

Study tables are accessible at 29" high with the apron extending only to 27" high. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Acoustics

Provide a door to isolate sound. Provide carpet and acoustical ceiling tile. Provide full height acoustical wall construction between adjacent rooms.

HVAC

These are rooms with 6 or more occupants. Consider separate zone and controls.

Illumination

Consider directional light for optimal reading/study conditions.

Telecommunications

One data wall outlet should be provided. Provide ability to plug in a laptop.

Security

The Reference Desk will be the closest monitoring point. Provide visual supervision and non-obstructed sightlines to the rooms. Glass walls are a requirement.

Signage

Provide Room ID Signage. See General Requirements Section.

Electrical

Provide (3) wall duplex outlets per room.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Reader's	6	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Table, Group Study	1	160	160
Waste Basket	1	0	0
White Board	1	0	0

Study/Tutoring Room B   160 Sq. Ft.

Functional Activity

The requirements for this space can be found in the Study/Tutoring Room A.

Occupancy

READER SEATS: 6

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Reader's	6	0	0
Table, Group Study	1	160	160
Waste Basket	1	0	0
White Board	1	0	0

Study/Tutoring Room C   160 Sq. Ft.

Functional Activity
The requirements for this space can be found in the Study/Tutoring Room A.

Occupancy
READER SEATS: 6

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Reader's	6	0	0
Table, Group Study	1	160	160
Waste Basket	1	0	0
White Board	1	0	0

Study/Tutoring Room D   **160 Sq. Ft.**

READER SEATS: 6

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Reader's	6	0	0
Table, Group Study	1	160	160
Waste Basket	1	0	0
White Board	1	0	0

FUNCTIONAL ACTIVITY

The third goal in the City's Library Plan of Service, is to provide a "Library will be a resource for adults to continue their lifelong learning, aid their occupational goals, provide cultural enrichment, and assist in the education of their children".

Under the second objective 3.2 it reads: To provide a collection of reference materials and technology resources to meet the information needs of Library users; provide access to technology and technology-based information services; support the County Library's reference goals by serving as the Mid-South Zone regional reference center.

The specific services Temecula will provide are as follows:
-Reference collection of up-to-date materials adequate to meet patrons needs.
-Computer workstations equipped with high speed Internet access and popular PC programs for public use.
-Computer classes in the Technology and Homework Center.
-Internet access for users with personal laptops via numerous data ports throughout the Library as well as via the Library's wireless LAN.·
-A collection of up-to-date legal materials.
-Genealogy collection and resources.
-Riverside County Economic Development Agency information kiosk.
-In-person and remote reference service.

To that end, this area is the research center of the library and houses the reference book collections, a central cluster of On-line Public Access Catalogs (OPACs) and technology workstations with Internet access. The reference staff will assist the public with their information searching in electronic and print formats.

SPATIAL RELATIONSHIPS

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly visible from the Public Entrance to the Library.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively. The Reference Services Division should also be close to the Local History and Genealogy Collections so that reference staff can assist patrons who need to access this material.

The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons who have been searching periodical indexes to locate back issues.

By locating the Reference area in proximity of the Young Adult area, Temecula anticipates a good balance will be provided between finding the availability of a quiet place to study and research and giving the young adults their own individuality within their space.

The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

ADJACENT:

        Study Rooms
        Local History Collection
        Non-Fiction Collection
        Genealogy Collection

CLOSE:

        Circulation Services
        Library Entrance

PROXIMITY:

        Periodicals Collection
        Young Adult Services

AWAY:

        Children's Library

DIVISION SPACE SUMMARY	*Sq. Ft.*
On-line Public Access Catalog (OPAC)	185
Reference Collection & Seating	1,789
Reference Service Desk	360
Reference Workroom	120
TOTAL:	**2,454**

Functional Activity

Patrons will enter the On-line Public Access Catalog (OPAC) Area from many points in the library, but most frequently from the main entrance of the library. The OPAC cluster is a bank of multimedia computers with access to the library's on-line catalog, databases and indexes, and the Internet. Patrons should not be encouraged to stay here for long periods of time since the OPACs will receive a high volume of use.

In order to encourage quick use of these OPACs, some of the stations should be stand-up only. Others must be seated to accommodate the disabled needs, ederly and mother's with children. Carrels or counters must be large enough to accommodate printers and personal belongings.

Occupancy

TECHNOLOGY WORKSTATIONS: 7

Relationships

The OPAC cluster must be adjacent to the Reference Desk, so that the reference staff can assist patrons using the OPACs and patrons can easily reach reference librarians when they have questions. The OPAC cluster should be close to the Non-Fiction and Reference Collections since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog.

ADJACENT:
>   Reference Desk

CLOSE:
>   Non-Fiction Collection & Seating
>   Reference Collection & Seating

PROXIMITY:
>   Public Entrance & Lobby

Flexibility

The space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and low maintenance since they will receive very heavy traffic. Wall finishes should be mark resistant, attractive durable, and easily cleaned.

CEILING:
>   Acoustical tile

WALLS:
>   Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:
>   Anti-static carpet tile

Access

The OPAC Area will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Unless equivalent public terminals are readily accessible, a minimum of 5%, but no less than one, OPAC station will meet accessibility requirements. A minimum of 30" wide x 48" deep

clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a relatively noisy area since many people will be walking by and others will be talking with one another and the librarians while using the OPACs. Standard acoustical dampening strategies must be utilized to minimize the noise in this area.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings.   Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

Illumination

Minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for future growth.
Consider wire management devices within the furntiture.

Security

This area will be supervised by staff at the Reference Desk. Sight lines from the Reference Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area identification sign which can be seen from the Library's Entrance or Lobby. This directional sign ("Library Catalog") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the nearby collections in the library should be visible to patrons from the OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Printing Available at Reference Stations"), and donor recognition plaques.

Electrical

Provide dedicated power one quad or fourplex outlet per every data outlet.
Consider electrical distribution within the furniture whether a furntiture UL system or built casework.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Technology Workstation Task	3	0	0
Computer, OPAC Desktop	7	0	0
Printer, Laser (B&W)	1	0	0
Technology Counter	1	20	20
Technology Counter	3	25	75
Technology Counter	3	30	90
Waste Basket	2	0	0

Functional Activity

The function of this space is to house the library's reference books and provide seating for patrons who wish to use these collections or the library's Internet workstations. Reference books include dictionaries, directories, encyclopedias, almanacs, government documents and other research oriented material. While much of this collection is still in paper format, portions of the reference print collection are expected to be converted to electronic format over time; therefore, some of the bookstack area may be replaced with Internet workstations in the future.

Occupancy

READER SEATS: 7
TECHNOLOGY WORKSTATIONS: 19

Collections

Collections generally include encyclopedia's, dictionaries, legal, investments, business reference, specialty, and ready reference.

Relationships

The Reference Collection and Seating Area must be adjacent to the Reference Desk and close to the OPACs and the Copy Center. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:
     Reference Desk
CLOSE:
     Copy Center (Reference Services)
     On-line Public Access Catalog (OPAC)
     Reference Workroom
PROXIMITY:
     Non-Fiction Collection & Seating
AWAY:
     Children's Entrance

Flexibility

It is more likely that the book collection will be reduced, as more reference materials are coming available on-line so this area is not likely to need to expand. To that end, space can be converted to accommodate more electronic workstations in the future. Flexibility should be a goal, and a potential conversion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

Carpet, base, paint and acoustical ceiling tile. Consider corner guards at walls and columns.

Access

The Reference Collection and Seating Area must be accessible by means of a 36" minimum aisle. Since there is a staffed desk insight, circulation desk, the shelving can be 90" high. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

A minimum of 5%, but no less than one, of tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. Readers tables are 29" high and the table apron's cannot extend below 27"

high.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Acoustics

This should be a relatively quiet area since many people will be here to do serious research and study. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed research.

HVAC

This area is part of the open room that houses all of the major library divisions which will promote good air circulation. See General Requirements for further detailed HVAC discussions.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. There are (3) options discussed in the General Reguirements Section for shelf lighting.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

The Reference Collection will be supervised by staff at the Reference Desk. The collections are designed to be housed on alternating heights of shelf ranges - 78" and 45". This will aid in visual supervision and help patrons have a place to rest the heavy books.

Signage

Required signage includes major area directional and identification signs which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Desk. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Business Reference," "Careers," and "Indexes." A changeable insert sign system is

required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Electrical

Electrical must be planned for in all seating areas including the study tables and technology workstation seating. Consider a grid of floor power for future flexibility.

The shelving planned for today might be future homes of technology workstations tomorrow, so installing floor power under the shelving is required.

Power should be both in the floor and the wall. Provide flush, floor boxes fully recessed in the concrete slab with no exposed electrical or data devices. Consider a "flip-top" cover with carpet inserts.

Also consider extension devices that wire through the furniture leg and appear on the table top or apron for easier patron electrical access, as opposed to the floor.

Provide one quad power outlet per one data outlet.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45″H Steel Shelving W/ 6 Shelves	3	18	54
250 Reference (Encyclopedias, Directories, Etc.)			
36" Aisle DF 45″H Steel Shelving W/ 6 Shelves	4	18	72
500 Legal			
36" Aisle DF 45″H Steel Shelving W/ 6 Shelves	3	18	54
270 Investments			
36" Aisle DF 45″H Steel Shelving W/ 6 Shelves	3	18	54
432 Business Reference			
36" Aisle DF 45″H Steel Shelving W/ 6 Shelves	5	18	90
720 Special Books			
36" Aisle DF 78″H Steel Shelving W/ 10 Shelves	39	18	702
7000 Reference			
36" Aisle SF 45″H Steel Shelving W/ 3 Shelves	4	12	48
200 Ready Reference			
Description of Furniture & Equipment Units			
Atlas Case	1	25	25
Chair, Reader's	7	0	0
Chair, Technology Workstation	12	0	0
Computer, Public Desktop	19	0	0
Dictionary Stand	1	10	10
Printer, Laser (B&W)	2	0	0
Stool, Kick-Step	6	0	0
Technology Carrel	7	40	280
Technology Counter	2	20	40
Technology Counter	12	30	360
Waste Basket	6	0	0

Functional Activity

This is the public service desk for the Reference Collection and Seating Area. It should be unimposing to encourage contact between the library's staff and patrons. Consider PC Monitors with "swivel" mechanisms for easy access by staff and patrons together. In addition, staff will frequently be out on the floor working with patrons at the technology workstations, in the Reference Collection, and in the Non-Fiction Collection. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 2

Relationships

The Reference Desk is the hub of the Reference Services Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPACs and the Reference Collection for supervision and to assist patrons.
The Desk should also be close to the Non-Fiction Collection, the Local History and Genealogy Collections, and a Copy Center.
The Study/Tutoring Rooms will be monitored by the Reference Desk, with the shelving between as alternating low 45" high to aid in visual control.
Temecula has dedicated a reference workroom within the Circulation Services area.

ADJACENT:
On-line Public Access Catalog (OPAC)
Reference Collection & Seating

CLOSE:
Local History and Genealogy Collections
Non-Fiction Collection & Seating
Study/Tutoring Rooms

PROXIMITY:
Copy Center (Reference Services)
Current Magazine & Newspaper Display & Seating
Fiction Collection & Seating
Public Entrance & Lobby
Young Adult Collection & Seating

AWAY:
Children's Library

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The finishes in this area present a special problem because they will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner

guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk. Consider angle of front desk design to help preserve the front of the desk finishes.

CEILING:
>   Acoustical tile
WALLS:
>   Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering
FLOOR:
>   Anti-static carpet tile

Access

The Reference Desk will be accessible by means of a 36" minimum aisle. It will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance on the patron side of the reference counter.

Accessibility requirements are key in theReference Desk design. Because reference activities by the staff often require standing, the staff prefers the main surface of the desk to be higher. This can be over 34" high but then requires one of the stations to be lower, 34" high maximum, which is more like 30".
Staff heights vary also. Most librarians compromise for all of the desk surface to be at 34" high which is accessible to all with a wheel chair side reach.

Acoustics

This area requires a moderate to high level of acoustical isolation to keep conversations between patrons and staff from spreading throughout the Reference Collection and to other parts of the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings.   Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations.
The Reference Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The Reference Desk is the central surveillance point for the Reference, Non-Fiction and Periodicals Collections as well as potentially for the Study Rooms. As much of these areas as possible should be visible to the staff at this desk. Consider shelving height and furniture arrangements.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Lobby, Circulation Desk, and OPAC Area. This directional sign ("Reference Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Help Available at the Circulation Desk."

Electrical

Provide ample power outlets coordinated with the desk design. Engineers should carefully count power loads per computer and equipment device to provide ample circuits for today and future requirements. (6) outlets per station is not out of the ordinary.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck	1	10	10
Chair, Task	2	0	0
Computer, Staff Desktop	2	0	0
File Cabinet, Lateral (Two Drawer)	4	20	80
Printer, Ink-Jet (B&W)	1	0	0
Queuing Space (Per Person)	15	6	90
Telephone Handset	2	0	0
Waste Basket	2	0	0
Workstation, Reference Desk	2	90	180

Functional Activity

The Reference staff performs the back-of-house activities for the Reference Division in the Reference Workroom. The reference staff will conduct in-depth research, create handouts and bibliographies, preview multimedia and software, author web pages, write columns, read reviews and select materials for acquisition, examine new reference and non-fiction materials, review donated materials, and work on difficult or time-consuming reference questions.

The workroom will consist primarily of workstations. These workstations should allow the staff a reasonable degree of privacy, but occasionally the public will accompany staff into this area for an in-depth reference interview.

Occupancy

STAFF WORKROOM WORKSTATIONS: 2

Relationships

The Reference Workroom will be located within the circulation services staff workroom area. Typically this room is located near the reference desk, but Temecula does not want a physical barrier such as a workroom to disrupt the open and flexible plan of the library design.

Flexibility

Most likely this rooms would remain and the function would change.

Fenestration

Interior windows require shades, etched glass, or roller blinds so the public can not see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control device if needed.

Finishes

Carpet, base, paint and acoustical ceiling tile.

Access

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Acoustics

Since this space will be a staff work area next to a fairly noisy public service area, it should be acoustically isolated from the rest of the library. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 18" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture.

Provide one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

Security

Staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Reference Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Provide one quad power outlet per data outlet. This room should have power to have (4) PC's in the future as reference is becoming more computer and Internet based.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	**1**	**0**	**0**
Chair, Task	**2**	**0**	**0**
Clock	**1**	**0**	**0**
Computer, Staff Desktop	**2**	**0**	**0**
FAX Machine, Desktop	**1**	**0**	**0**
File Cabinet, Lateral (Four Drawer)	**2**	**20**	**40**
Printer, Ink-Jet (B&W)	**1**	**0**	**0**
Recycling Bin	**1**	**0**	**0**
Shelving, SF 90"h Steel W/ 7 Shelves	**2**	**12**	**24**
Telephone Handset	**2**	**0**	**0**
Waste Basket	**2**	**0**	**0**
Workstation, Reference Counter	**1**	**56**	**56**

FUNCTIONAL ACTIVITY

One of the greatest needs expressed by the Community of Temecula in the Needs Assessment, was to support technology and homework for the students, which in turn helps the parents and teachers.

As outlined in the City's Library Plan of Service, the second objective for Young Adult Services is to "make available a Technology and Homework Center featuring the latest technology and basic homework assistance, as a joint venture with the Temecula Valley Unified School District". Services provided are as follows:
-Computer workstations dedicated to use by teens.
-After school, evening and weekend homework assistance in a supervised atmosphere.
-Training classes for teens on computer use, data base searching and other technology topics. Includes web-based learning/training; web-casting, a vitrual teacher.
-Access to the Internet via the library's wireless LAN for students with their own laptops.
-Access to electronic databases used by the School District for assignment completion.

The Technology and Homework Center is a room primarily dedicated to provide both print materials and computer based software programs to further assist in the development and learning activities of the students and secondarily, to provide technical training to the community.

The City will provide the most state of the art computers and the County will provide the system maintenance and support. In addition, from this Center, the students will be able to remotely access class assignments from the School District, via a high speed Internet connection.

The School District will provide staff for more traditional Homework assistance after school, evenings, and weekends in a supervised atmosphere. In addition, both individual and class training for computer use, data base searching and other technology topics such as web design, graphics and programming.

The furniture in the room will support both class and individual needs. Tables, as outlined in the program, are large enough for both flat screen monitor instruction and textbook materials to be laid out for homework assistance.

The Technology and Homework Center is open all Library service hours. The City and School District will periodically review their technology service plan to insure the most current technology is being implemented within the systems.

SPATIAL RELATIONSHIPS

Patrons will utilize the Technology and Homework Center in many ways from individual homework research activities to tutoring programs to formal computer classes.
The center should be located next to the Young Adults area, as this will be a popular attraction and help encourage and assist in their learning activities.

The Circulation Desk must be near for class sign-up and visual supervision.

Also, consider the location to the staff workroom with glass windows for further supervision to support and discourage inappropriate activities.

ADJACENT:
        Young Adult Collection and Seating
        Circulation Desk

CLOSE:
        Staff Workroom

DIVISION SPACE SUMMARY	*Sq. Ft.*
Technology and Homework Center	815
TOTAL:	**815**

Technology and Homework Center 90 Sq. Ft.

Functional Activity

Collections housed within the Technology and Homework Center Room.

Collections

Collections include Reference for Homework Curriculum and textbooks.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 66″H Steel Shelving W/ 10 Shelves	**3**	**18**	**54**
600 Reference For Homework Curriculm			
36" Aisle SF 78″H Steel Shelving W/ 5 Shelves	**3**	**12**	**36**
300 Textbooks (Reserve)			

YOUNG ADULT SERVICES   1,050 Sq. Ft.

FUNCTIONAL ACTIVITY

As stated in the City's Library Plan of Service, the goal for Young Adults is to "offer library services and resources relevant to the needs of students ages 12 to 18 and thereby assist in providing for teenageers a strong educational and cultural foundation for adult life".

The current County Branch library does not have a Young Adult area so functionally, it is important that this division should be separate and distinctive from all other collections and areas in the new City Library.
The first objective 2.1 under the goal is to:
Provide Temecula's teens with an attractive area of the Library with a variety of resources appropriate to the teen years.

Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Library, but frequently not mature enough to utilize the services and collections of the adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff.

As expressed in the Needs Assessment, the Young Adults desired a special area be focused toward career and college prep information. As outlined in the City's Library Plan of Service, the Young Adult area will have special collections relating to career and college information, directories and guides. Technology workstations in their area will also have test and college preparation guides.

SPATIAL RELATIONSHIPS

The ideal relationship for the YA area would be to have the Circulation Services on one side and the Technology and Homework Center on the other side. The support of these two divisions are critical to the success of the YA area, from a visual supervision and educational support need.

By locating the Young Adult area in proximity of the Reference area, Temecula anticipates a good balance will be provided between finding the availability of a quiet place to study and research and giving the young adults their own individuality within their space.

The Young Adult Services Area should not be located too close to the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

ADJACENT:
> Circulation Services
> Technology and Homework Center

PROXIMITY:
> Reference Services
> Study Rooms

AWAY:
> Children's Library

DIVISION SPACE SUMMARY	Sq. Ft.
Young Adult Collection & Seating	1,050
TOTAL:	**1,050**

Functional Activity

Young adults will congregate in this space to find books and magazines, and to read, study and talk with their friends. There will be a good deal of interaction between the young people, and the tables and chairs should be arranged to permit some socializing, (i.e., lounge seats should face one another, carrels should be sized to allow two teens to sit together, etc.)

This area should be somewhat out of the way to keep the noise level from disturbing other library patrons, however the space must be easily supervised by staff at the nearest service desk.

Occupancy

READER SEATS: 22

Collections

The YA Collection is selected by the staff to be focused in their age groups and interests. Collections include Fiction and Non-Fiction. Highlighted also are career and college materials.
Because the Technology and Homework Center is next door, the Homework and Textbook resources are also immediately available.

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.
Interior windows must be provided for visual separation, if this becomes a separate room.

Finishes

Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

Carpet patterns and colors can enhance the design theme and be a departure from the rest of the library to emphasize the area, especially when there probably will not be many separation walls. Patterns also hide the wear marks from heavy traffic use.

Paint - consider wall graphics with colors if a large wall is available.

Vinyl Wallcovering will be more scrubable but not easily changed if the color scheme gets tired after many years.

Tackable wall areas for posters and graphics.

Furniture should be durable - metal legs, plastic arms and laminate with vinyl edge trim on worksurfaces.

Access

The shelving is planned for only 66" high for visual supervision and accessible reach requirements. 36" isles between ranges with ranges being no longer than 6 sections, will allow for wheelchair access.
The square foot allowance considers a good turning radius for wheelchairs within the isles and around tables and technology workstations.
The table is standard at 29" high which is accessible. The apron of the table should not protrude below 27" high. Consider printer worksurface heights (no higher than 54" for a side reach) and depths (no greater than 25").

Acoustics

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading through the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. Balance the placement of furniture to mitigate acoustical and supervision issues.

Study locations of people interacting to determine direction of sound disruption.

HVAC

This area is part of the open room that houses all of the major library divisions which will promote good air circulation. See General Requirements for further detailed HVAC discussions.

Illumination

The use of non-glare accent lighting to highlight this space is encouraged to help draw young adults to this area. Consider use of neon light in this space to attract young adults.

 Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Provide ample lighting within the shelving ranges including the lowest shelf. There are (3) options discussed in the General Reguirements Section for shelf lighting. Table lamps for study tables are desired for patron control. Provide tamper-proof designs.

Telecommunications

The technology stations will need to be hardwired with Category 6 wiring for high speed transmission. Wireless will be considered when future designs allow for greater speed.

The study tables should also have power/data connections.

Provide floor power/data under shelving for future access.

Consider extensions that integrate with through the furniture leg and bring the devices up to the table apron or top for easier access.

Security

Staff at the Circulation Desk will supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas. The shelving at 66" high will aid in visual supervision. If this space is located within a room for sound attenuation, a window wall should provide unobstructed views of the occupants in the room from the Circulation Desks.

Signage

Consider a design departure with the Yound Adult area signage that would appeal to youth and encourage them to use the space.

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Combination Desk, and OPAC Area. Provide directional signage such as "Young Adults". Also consider signs for major collection categories, such as "Careers," "College Prep," and "New Books." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

See General Requirements Section.

Electrical

The future of the library users will most likely be technology savy and have many devices that require electrical power.

Electrical must be planned for in all seating areas including the study tables and lounge seating. Consider a grid of floor power for future flexibility. The shelving planned for today might be future homes of technology workstations tomorrow.

Power should be both in the floor and the wall.. Provide flush, floor boxes fully recessed in the concrete slab with no exposed electrical or data devices. Consider a "flip-top" cover with carpet inserts.

Also consider extension devices that wire through the furniture leg and appear on the table top or apron for easier patron electrical access, as opposed to the floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Shelving Units

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 66″H Steel Shelving W/ 10 Shelves	15	18	270
5250 Young Adult Fiction			
36" Aisle DF 66″H Steel Shelving W/ 10 Shelves	1	18	18
135 College Catalogs			
36" Aisle DF 66″H Steel Shelving W/ 10 Shelves	2	18	36
340 Careers			
48″ Aisle DF 66″H Magazine Display Shelving W/ 6 Shelvs	3	22	66
38 Young Adult Current Magazines			

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	2	0	0
Carrel, Tutoring Wood	4	60	240
Chair, Lounge	6	35	210
Chair, Reader's	16	0	0
Clock	1	0	0
Table, Coffee	1	50	50
Table, Reader's	2	80	160
Waste Basket	2	0	0